

# NFC

## Procedures



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

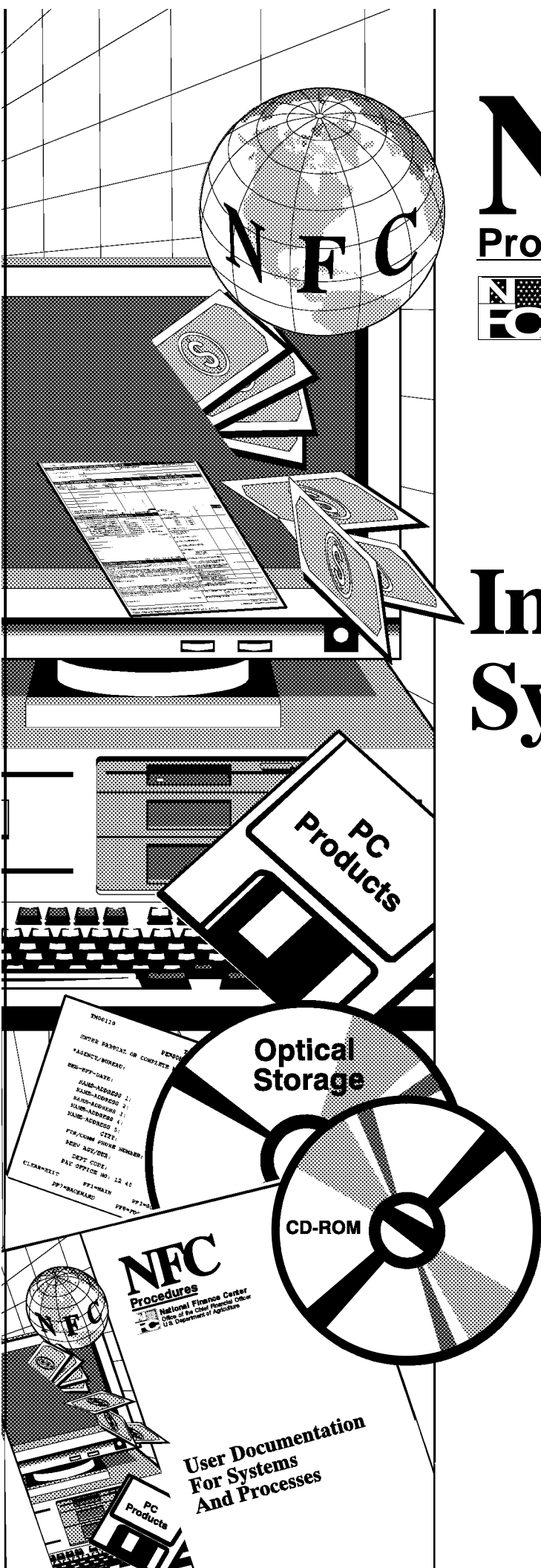
November 2002

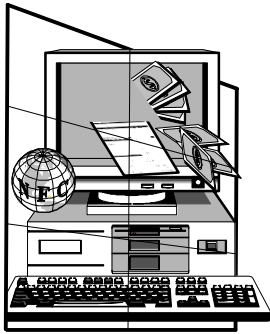
# Internet Billing System (IBIL)

**TITLE III**  
Billings and Collections Manual

**CHAPTER 4**  
Administrative Billings and Collections

**SECTION 1**  
IBIL





# Internet Billing System (IBIL)



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

### **IMPORTANT INFORMATION !**

This publication is an illustrated version of IBIL **online help**. Since the user can access and print online help directly from the application, online help is considered the primary source for information about IBIL.

When you print online help directly from the application, the format is different from this illustrated version; however, the text is the same. Therefore, NFC provides the illustrated version only upon customer request.

For information about this publication, please contact the Directives and Analysis Branch (DAB). Instructions for contacting DAB and other support sources are provided in the **About This Procedure** section of this publication.

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## About This Procedure

This procedure provides instructions for accessing and operating the Internet Billing System (IBIL). The following information will help you use the procedure more effectively and locate further assistance if needed.

## How The Procedure Is Organized

The major sections of this procedure are described below:

**Overview** presents an overview of IBIL, including security access information and instructions for accessing the system.

**Getting Started** contains instructions and steps for accessing IBIL.

**Processing In IBIL** contains instructions and steps for adding a new bill or accessing an existing bill in IBIL.

**IBIL Field Instructions** contains instructions or descriptions of the fields on IBIL windows.

**Appendix** contains a list of the debtor/paying agency accounting requirements.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. This procedure and all related bulletins are listed in the NFC Publications Catalog available online from the NFC Web site (<http://www.nfc.usda.gov>) home page. Users can choose to view and/or print bulletins from the list provided in the Publications Catalog.

## What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Important extra information is identified by a note, warning, or caution.	<b>Note:</b> You must be able to provide support to auditors and other inquirers.
Figure references link figures with the text. These references are printed in bold sans serif font.	The Logging Into IBIL window ( <b>Figure 3</b> ) allows you to log into the IBIL application.
References to headings in the procedure are printed in the same font as figure references.	Use the section under <b>Adding A New Bill</b> .
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	The bill will not be deleted until you click [ <b>&gt;&gt;&gt;Delete Bill</b> ].
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . <b>Note:</b> Field entries are identified as <i>required</i> <sup>1</sup> , <i>conditional</i> <sup>2</sup> , <i>optional</i> <sup>3</sup> , <i>optional default</i> <sup>4</sup> , or <i>no entry</i> <sup>5</sup> .	<b>Object Class</b> <i>Required, numeric, 4 positions</i> Type in the object classification applicable to this accounting line.
<sup>1</sup> <b>Required</b> You must enter data in the field. (Note: All mandatory fields on IBIL screens are marked with an asterisk to distinguish required entries from optional entries. The asterisk fields must be completed to avoid rejection.) <sup>2</sup> <b>Conditional</b> You may be required to enter data, based on criteria indicated in the field instructions. <sup>3</sup> <b>Optional</b> You may elect to enter data in the field. If the field is left blank, no data is system generated. <sup>4</sup> <b>Optional default</b> You may elect to enter data. If the field is left blank, the system generates a default entry. <sup>5</sup> <b>No entry</b> You do not enter data in the field. The field instruction states the reason for no entry.	

## Who To Contact For Help

For questions about the system (including help with unusual conditions), contact Customer Support personnel at **504-255-5230**.

For questions about Administrative Billings and Collections (ABCO) and/or IBIL processing, contact the Government Debt and Insurance Services Branch at **504-255-5344**.

For access to IBIL, contact your agency's NFC security officer.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

For additions, changes, deletions, or questions about vendor addresses in the FFIS Vendor Table (VEND), contact the NFC Table Maintenance Group via the FFIS COMT Table or by mail to: P.O. Box 60000, APRB, Post S-46, New Orleans, LA 70160. For **emergency requests**, contact the NFC Table Maintenance Group at **504-255-2537**, or by fax at **504-255-4766**, or GroupWise e-mail at [eddie.malter@usda.gov](mailto:eddie.malter@usda.gov). **Note:** For detailed information regarding vendor standards, refer to OCFO Bulletin #2002-003, Vendor Standards, dated July 15, 2002.

For questions about common agreement numbers for intradepartmental transactions, contact the NFC Table Maintenance Group via the FFIS COMT Table or by mail to: P.O. Box 60000, APRB, Post S-46, New Orleans, LA 70160. For **emergency requests**, contact the NFC Table Maintenance Group at **504-255-2537**, or by fax at **504-255-4766**, or GroupWise e-mail at [eddie.malter@usda.gov](mailto:eddie.malter@usda.gov). **Note:** For detailed information regarding common agreement numbers, refer to OCFO Bulletin #2002-006, Common Agreement Numbers, dated August 26, 2002.

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## Overview

This section presents the following topics:

[About IBIL](#)

[IBIL Hardware and Software Requirements](#)

[Security Access](#)

## About IBIL

The Internet Billing System (IBIL) is a National Finance Center (NFC) Web application. IBIL operates in a Web environment requiring Internet and NFC security access. IBIL is accessed through a link on the NFC home page.

IBIL was created to expedite the receipt of intra-governmental collections for USDA agencies using IPAC (Treasury's Intra-governmental Payment and Collection System). Data from completed IBIL forms will be fed to the Administrative Billings and Collections System (ABCO) nightly and become outstanding receivables. These will be billed four times a month and collected using IPAC.

Through the use of IBIL and local telecommunication capabilities, agencies can control their billings by allowing the user to enter billing information and recall that information for subsequent billings. IBIL should be used in lieu of the AD-673, Request to Bill, Form SF-1081, Voucher and Schedule of Withdrawals and Credits, or the NFC-460, Administrative Billings Input Worksheet.

### Benefits of IBIL:

- Provides timely and efficient billings and collections
- Gives control back to the user
- Paperless medium
  - No need to mail forms to ABCO to initiate bill
  - No lost mail
  - No additional support needed by the OPAC Processing Team, with proper referencing
- Eliminates repetitive keystrokes
  - Uses key fields to recall previous information
  - Uses security access to populate repetitive fields (name, address, phone, e-mail address)
  - Provides drop-down menu options where choices are limited
- Reduces errors



- Requires completion of all mandatory fields before acceptance
- Reduces manual input substantially
- Is available for inquiry access (limited by security profile)
  - Inquire into bills initiated and collected by your agency
  - Inquire into bills paid by your agency and initiated by another IBIL user
- Interfaces with FFIS through the ABCO Splitter
  - Receivables become **A1** documents
  - Collections become **A2** documents

## IBIL Hardware And Software Requirements

You will need the following equipment to run IBIL:

- A Personal Computer (PC) with Internet capabilities.
- Access to the Internet with an Internet Explorer browser of 4.0 or higher or a Netscape Navigator Browser of 4.0 or higher with JavaScript enabled.
- A printer capable of printing Web pages.
- An NFC user ID with access to IBIL.

For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

## Security Access

Users must have an authorized user ID and password to access IBIL. If you do not have a user ID and password, you must contact your agency's NFC Security Officer.

**Note:** Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Security Access procedure (Title VI, Chapter 1, Section 1).

The local agency NFC Security Officer requests access for IBIL users by either sending an e-mail to the Information Systems Security Office (ISSO) or by sending a fax to ISSO at **504-255-4131** which contains the Security Officer's signature. Access to IBIL is based on the user's request. Users should allow 2 weeks for security requests to be processed.

**Note:** Security access to IBIL is limited first by Agency Location Code (ALC), then agency and accounting station limitations (if applicable). Your security administrator should specify the level of restriction.

## Getting Started

To use IBIL, you must have access to the Internet and knowledge of Internet navigation. Use this procedure for help with entering bills through IBIL.

For more information, see the following topics:

[IBIL Operating Features](#)

[Starting IBIL](#)

[Exiting IBIL](#)

## IBIL Operating Features

IBIL is designed in a Web medium, providing mouse-driven, point-and-click functionality; command buttons; and other Web features. This section reviews these basic features and describes other features that are specific to IBIL.

**Note:** For ease of use, users may tab through various fields and buttons instead of clicking the mouse. The tabs across the top and left side of the page provide navigational ability within the IBIL application. For more information on IBIL operating features, see:

[IBIL Help](#)

[IBIL Help Tool Buttons](#)

[IBIL Command Buttons](#)

[IBIL Pop-ups](#)

[IBIL Tool Buttons](#)

### **IBIL Help**



The online help feature is available to guide you as you process data in IBIL.

- **Help** provides online documentation for IBIL. To get help with navigating through IBIL or to ascertain a certain topic in the IBIL procedure, click **[Help]** at the bottom of the window. The Help Table of Contents is displayed.





### **IBIL Help Tool Buttons**

IBIL help tool buttons are icons located on the Help window. Each tool button displays an icon that depicts its function. Tool buttons are used to display options for using IBIL help and to utilize the print option.

Tool buttons used in IBIL Help are shown in the following table:

IBIL Help Buttons	
Button	Description
	Used to move back in IBIL help.
	Used to display the Table of Contents in IBIL help.


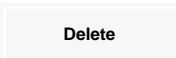





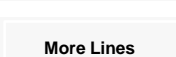
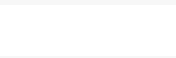
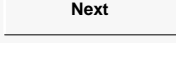
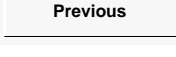
### IBIL Help Buttons

Button	Description
	Used to exit IBIL help.
	Used to move forward in IBIL help.
	Used to return to the Welcome page of the IBIL help.
	Used to Search for information in IBIL help.

### IBIL Command Buttons

IBIL contains command buttons that select a menu item or carry out an action described in the button's name. IBIL includes the following command buttons:

#### IBIL Command Buttons

Button	Description
	Used to copy a bill.
	Used to delete a line of accounting within an existing bill.
	Used to delete an existing bill.
	Used to display a list of existing bills or to receive the Bill Information window from the IBIL Main Menu window.
	Used to display help text.
	Used to log on to IBIL.
	Used to exit the current screen and return to the IBIL Main Menu window or to exit IBIL.
	Used to displayed additional lines of accounting to enter additional data. Saves the previous lines and allows an additional three lines for more accounting entries. Up to 99 lines of billing agency accounting lines are acceptable.
	Used to display the next processing window. Automatically saves any modifications/entries to the current page.
	Used to return to the previous processing window. Automatically saves any modifications/entries to the current page.
	Used to print bills.

### IBIL Command Buttons

Button	Description
Save	Used to save transactions entered or to update the total of lines entered. Used to remove an accounting line after a bill has been deleted and to renumber the remaining lines. <b>Note:</b> Any modifications/entries are automatically saved upon clicking <b>[NEXT]</b> at the bottom of the window.
Submit/Submit Bill	Used to submit the bill for transmission to ABCO.
Update	Used to update a record.
view	Used to view an existing bill.

### IBIL Pop-ups

IBIL utilizes pop-ups to illicit actions or deliver messages. Pop-ups do not have a menu bar or a tool bar; however, they do have command buttons that carry out an action implied in the button's name. IBIL pop-ups include the following command buttons used throughout IBIL:

### IBIL Pop-up Command Buttons

Button	Description
Cancel	Used to cancel a function.
Close	Used to close the current pop-up.
Continue	Used to continue a process.
OK	Used to acknowledge the displayed message.

Throughout IBIL, message pop-ups appear when certain actions are performed. These pop-ups notify the user of an action that must be taken and/or an error condition that must be corrected. Command buttons are used on these pop-ups. These command buttons accept or cancel the message. You must click a command button in order for the pop-up to disappear and to be returned to the active window. Following is an example of a message pop-up (**Figure 1**).

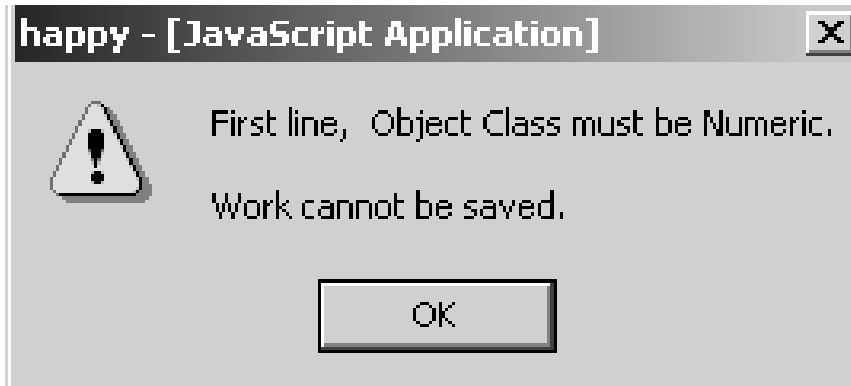


Figure 1. Message Pop-up

### IBIL Tool Buttons

IBIL Tool Buttons are available at the bottom of all windows to afford the user additional help within IBIL.

- **Help** provides field instructions/descriptions for the displayed window.
- **Security** refers to browser, internet, and application security features.
- **Accessibility** refers to Section 508 of the Rehabilitation Act of 1973.
- **Feedback** can be used to send comments and/or questions to the NFC Webmaster. The Web Branch can answer technical questions and help with problems using IBIL, but cannot answer inquiry-type questions about bills. For questions about ABCO and/or IBIL processing, contact the Government Debt and Insurance Services Branch at **504-255-5344**.
- **NFC Logo** takes you back to the NFC home page.

## Starting IBIL

IBIL is available on the Internet via the NFC Web site ([www.nfc.usda.gov](http://www.nfc.usda.gov)) on the Application Launchpad.

### To launch the IBIL Application:

1. Connect to the NFC home page at ([www.nfc.usda.gov](http://www.nfc.usda.gov)).
2. On the NFC home page, click the IBIL icon on the Application Launchpad.
3. A Warning message (**Figure 2**) appears to remind users that they are connected to a government computer and all use is for official government purposes only.

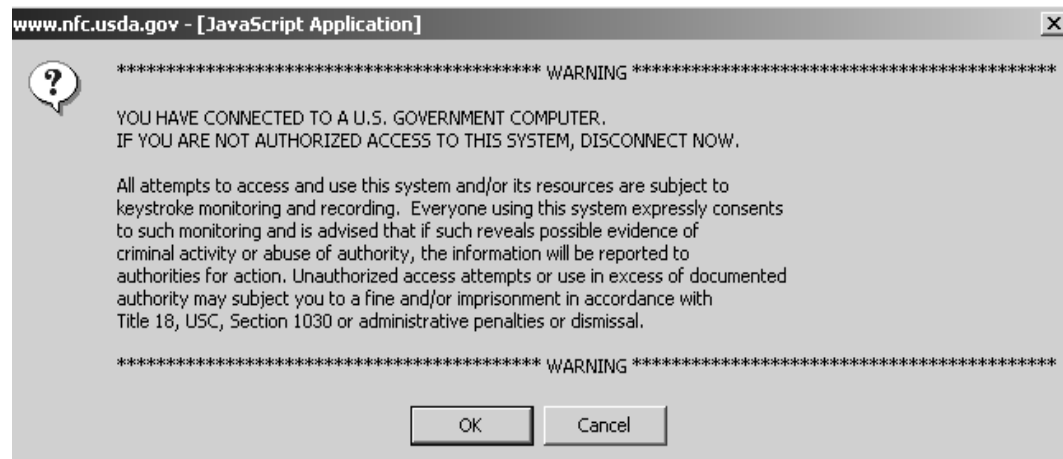


Figure 2. Warning Message

4. Read the message and click **[OK]** to receive the IBIL Login Box (**Figure 3**), or click **[Cancel]** to return to the NFC home page.

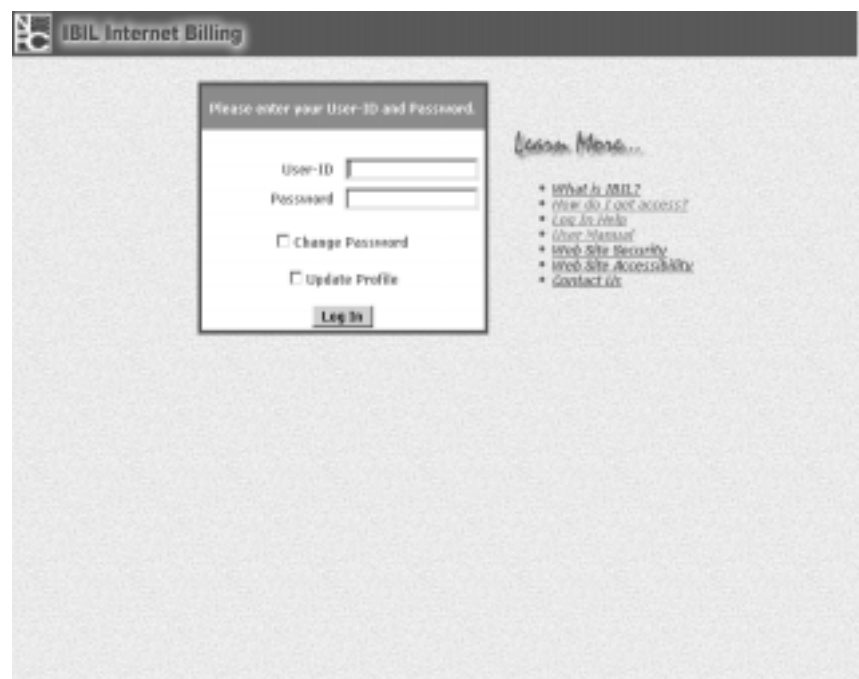


Figure 3. IBIL Login box

5. Complete the fields in the IBIL Login box as indicated under [Starting IBIL Field Instructions](#). **Note:** The first time you log in, you will be prompted to enter your password and profile information. After the initial log in, you may change your password and/or update profile information anytime you log into IBIL. Before logging into IBIL, you may view the information listed under **Learn More...** which is on the right side of the Log In box. The following options are available:

Learn More Option:	Function:
What is IBIL.	Used to welcome the user to the IBIL system and provide a brief overview of the system.
How Do I Get Access.	Used to provide information to the user to obtain access to IBIL.
Log In Help.	Used to assist the user with logging into IBIL.
User Manual.	Used to view the IBIL user manual online.
Web Site Security.	Used to provide the user with security information specific to IBIL.
Web Site Accessibility.	Used to provide information to users about the accessibility of all NFC web sites.
Contact Us.	Used to receive communication from users pertaining to the use of IBIL.

- Click **[Login]**. The IBIL Main Menu (**Figure 4**) is displayed. For field instructions, see [IBIL Main Menu Field Instructions](#). **Note:** If you have authority to bill for multiple organizations a drop-down list will be provided at the top of the menu to select the billing organization you wish to bill for before selecting an option on the IBIL Main Menu. The list is sorted by the ALC and agency code of the billing organization.

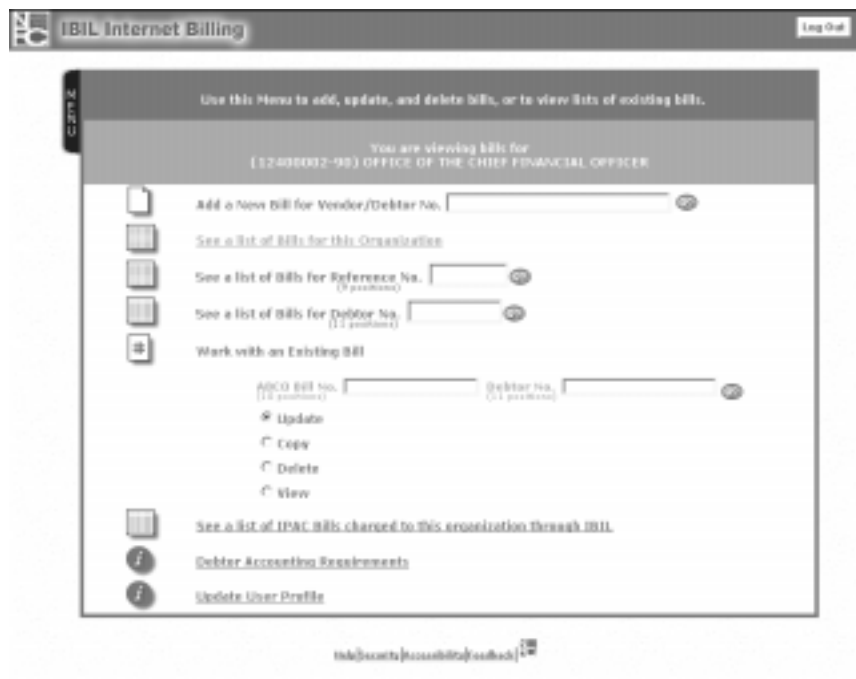


Figure 4. IBIL Main Menu

After accessing the IBIL Main Menu, the following options are available:

IBIL Main Menu Option:	Function:
<b>Adding a New Bill.</b>	Used to establish a new bill for this billing organization. Your security access authorizes you to bill for those items in which you have the proper authorization, i.e., AD-672's, Reimbursements or Advance of Funds Agreements. You must be able to provide support to auditors and other inquirers if requested.
<b>See A List of Bills For This Organization.</b>	Used to view a list of all ABCO bills in IBIL for this billing organization. This option is used for copying existing bills to new billings, updating incomplete billings, printing bills, viewing bills, or deleting bills not previously processed.
<b>See A List of Bills for Reference No.</b>	Used to view a list of ABCO bills for this billing organization with this reference number.
<b>See A List of Bills for Debtor No.</b>	Used to view a list of ABCO bills for this billing organization with this debtor number.
<b>Work With An Existing Bill.</b>	Used to work with bills which have already been established by entering a valid ABCO bill number and debtor number of the bill you and selecting an action to perform.
<b>See A List of Bills Charged To This Organization Through IBIL.</b>	Used to view a list of bills in IBIL for which your organization is the paying agency.
<b>Debtor Accounting Requirements.</b>	Used to view a list of specific accounting requirements of USDA debtors and others as provided.
<b>Update User Profile.</b>	Used to view/update your profile information. This is the default billing information on the bills that are being entered.

To perform one of the above actions, see the applicable instructions below.

- To add a new bill, see [Adding A New Bill](#).
- To locate and work with an existing bill, there are two methods available within IBIL. Both methods allows you to update (modify), copy, delete, print, and/or view an existing ABCO bill. For more information on working with an existing bill, see [Accessing A Bill](#).



## **Exiting IBIL**

To exit IBIL, click **[Logout]** in the upper right-hand corner of any IBIL window.

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## Processing In IBIL

This sections presents the following topics:

[Adding A New IPAC Bill](#)

[Adding A New Non-IPAC Bill](#)

[Accessing A Bill](#)

## Adding A New IPAC Bill

Used to establish a new bill for this billing organization. Your security access authorizes you to bill for those items in which you have the proper authorization, i.e., AD-672's, Reimbursements or Advance of Funds Agreements. You must be able to provide support to auditors and other inquirers if requested. A new bill may be entered in IBIL after accessing the IBIL Main Menu window. See [Starting IBIL](#).

From the IBIL Main Menu window (**Figure 4**), you must select the option to **Add A New Bill For This Vendor/Debtor Number**. IBIL processing is driven by the debtor/vendor number. Once the vendor/debtor number is validated against the FFIS VEND table, the user will begin the intragovernmental Payment and Collection (IPAC) transaction by first establishing the **billing information** (including accounting), next, **debtor information** (including accounting), and then **submitting** the request to transmit the bill to ABCO. The IBIL procedure will use the term **IPAC** to distinguish this billing process and the related windows from a non-IPAC transaction.

The options available on the IBIL Main Menu window will depend on the users access authority. If you do not have authority to update or to add bills for the specified billing organization, the IBIL Main Menu window will not display all menu options.

### To Add a New IPAC billing:

1. At the IBIL Main Menu, type the vendor/debtor number.
2. Click **[go]**. The IPAC Bill Information window (**Figure 5**) is displayed.

Figure 5. IPAC Bill Information window

Complete the fields as indicated under [IPAC Bill Information Field Instructions](#) and click **[NEXT]**. **Note:** Throughout IBIL, fields marked with an asterisk (\*) are required fields that must be completed. The Debtor Information window (**Figure 6**) is displayed.

The screenshot shows the 'IBIL Internet Billing' application window. The main form is titled 'Enter Debtor Agency Code or select Debtor Agency Name'. It contains several input fields: 'Agency Code', 'Agency Name' (with a dropdown menu showing 'USDA RURAL DEVELOPMENT'), 'Debtor's Representative', 'Phone', 'Address' (with 'D O RDC 208011' entered), 'City' (with 'ST LOUIS' entered), 'State' (with 'MO' selected in a dropdown), 'Zip' (with '63128' entered), and 'Email Address'. At the bottom of the form, there are buttons for 'PREVIOUS', 'NEXT', and 'Log Out'. The window also displays the current bill number and debtor ID at the top.

Figure 6. Debtor Information window

3. Complete the fields as indicated under [Debtor Information Field Instructions](#). **Note:** If there are multiple debtor agencies, the Agency Code field will display with a drop-down list from which to choose a debtor agency code. Otherwise, the Agency Code field will not be displayed. If the information on this window appears incorrect, you may request changes by contacting the NFC Table Maintenance Group via the FFIS COMT Table. See [Who To Contact For Help](#).
  - To return to the IPAC Bill Information window, click **[PREVIOUS]**. **Note:** You can not return to the previous window until all required fields have been completed.
4. Click **[NEXT]** to proceed to the Debtor Format window (if applicable) or the Debtor Accounting window. If there are multiple debtor accounting formats which may be used for this billing, the Debtor Format window (**Figure 7**) will be displayed. Otherwise, the Debtor Accounting window (**Figure 8**) will be displayed. **Note:** Debtor agencies have become specific in the type of information that they require in order to accept a transaction through IPAC. As those requirements change, the format will also change. To see specific requirements of USDA debtors and others as provided, see [Debtor/Paying Agency Accounting Requirements](#).

Figure 7. Debtor Accounting Format window

5. From the Debtor Accounting Format window, select the desired accounting format from the drop-down list. **Note:** To return to the Debtor Information window, click **[PREVIOUS]**. To proceed to the Debtor Accounting window, click **[NEXT]**.
6. Click **[go]** to proceed to the Debtor Accounting window (**Figure 8**). The accounting displayed will depend on the format selected.

Line	No.	PY	Act	Class	Aut. Station	Object	Class	Amount	Delete
11	02	71777			7115	7177		\$150.00	<input type="checkbox"/>
02									<input type="checkbox"/>
03									<input type="checkbox"/>

Figure 8. Debtor Accounting window

7. Complete the fields as indicated under [Debtor Accounting Field Instructions](#).  
After completing the fields the following options are available:
  - To delete a line of accounting, select the **delete** option next to the applicable line.
  - To enter additional lines of accounting, click **[more lines]**.

- To save the data entered or update the total of the lines entered, click **[save]**
  - To return to the Debtor Accounting Format window, click **[PREVIOUS]**
8. Click **[NEXT]** to add the debtor accounting. The IPAC Billing Accounting window (**Figure 9**) appears.

**Figure 9. IPAC Billing Accounting window**

9. Complete the fields as indicated under [IPAC Billing Accounting Field Instructions](#). After completing the fields the following options are available:
- To delete a line of accounting, select the **delete** option next to the applicable line.
  - To enter additional lines of accounting, click **[more lines]**.
  - To save the data entered or update the total of the lines entered, click **[save]**
10. Click **[NEXT]** to submit (establish) the bill. The Submit IPAC Bill window (**Figure 10**) appears. For instructions on submitting the bill, see [Submitting An IPAC Bill](#).

[illegible]

**Figure 10. Submit IPAC Bill window**

## Adding A New Non-IPAC Bill

Used to establish a new bill for this billing organization. Your security access authorizes you to bill for those items in which you have the proper authorization, i.e., AD-672's, Reimbursements or Advance of Funds Agreements. You must be able to provide support to auditors and other inquirers if requested. A new bill may be entered in IBIL after accessing the IBIL Main Menu window. See [Starting IBIL](#).

From the IBIL Main Menu window (**Figure 4**), you must select the option to **Add A New Bill For This Vendor/Debtor Number**. IBIL processing is driven by the debtor/vendor number. Once the vendor/debtor number is validated against the FFIS VEND table, the user will begin the non-intragovernmental Payment and Collection (Non-IPAC) transaction by first establishing the **billing information** (including accounting) and then **submitting** the request to transmit the bill to ABCO. The IBIL procedure will use the term **non-IPAC** to distinguish this billing process and the related windows from an IPAC transaction.

The options available on the IBIL Main Menu window will depend on the users access authority. If you do not have authority to update or to add bills for the specified billing organization, the IBIL Main Menu window will not display all menu options.

### To Add a New Non-IPAC Bill:

1. At the IBIL Main Menu, type the vendor/debtor number.
2. Click **[go]**. The Non-IPAC Bill Information window (**Figure 11**) is displayed.

Figure 11. Non-IPAC Bill Information window

3. Complete the fields as indicated under [Non-IPAC Bill Information Field Instructions](#) and click **[NEXT]**. The Non-IPAC Billing Acct window (**Figure 12**) is displayed.



IBIL Internet Billing

You are currently entering bill No., Enter No. for 12480802-18

Acct Station	Acct Class	OSNAT Class	Amount	Delete
1				<input type="checkbox"/>
2				<input type="checkbox"/>
3				<input type="checkbox"/>

Total of All Lines: \$0.00

Total to be Billed: \$0.00

More Lines Save Next

Log Out

Figure 12. Non-IPAC Billing Accounting window

- Complete the fields as indicated under [Non-IPAC Billing Accounting Field Instructions](#).

After completing the fields the following options are available:

- To delete a line of accounting, select the **delete** option next to the applicable line.
  - To enter additional lines of accounting, click **[more lines]**.
  - To save the data entered or update the total of the lines entered, click **[save]**.
- Click **[NEXT]** to submit (establish) the bill. The Submit Non-IPAC Bill window (Figure 13) appears. For instructions on submitting the bill, see **Submitting A Non-IPAC Bill**.

Bill will not be submitted until you click the SUBMIT button.

Submit Bill

Bill Information

ABDO Bill No. 1111111111

\*Debtor No. 12HE138FCM

\*Reference No. 1111111111

Period Covered From 10/01/2001 \*To 10/10/2002

Description

Update Bill Information

Debtor Information

\*Agency Code 11

\*Agency Name FOREST SERVICE

\*Address US DEPT OF AGRICULTURE

13800 OLD GENTLELY ROAD

\*City NEW ORLEANS

\*State LA \*Zip 70129

Billing Information

\*Agency Code 90

\*Agency Name OFFICE OF THE CHIEF FINANCIAL OFFICER

\*Billing Representative Agency90 Taylor

\*Phone 504-385-5846

Update Billing User Profile Information

Billing Accounting Information

LINE	ACCT	ARK	CLASS	CLASS	AMOUNT
* (1)	8000	8199W81LNTB		8190	\$49.80
Total of all Lines					\$49.80
Amount to be billed					\$49.80

Update Billing Accounting

Bill will not be submitted until you click the SUBMIT button.

Submit Bill

Help

Search

Accounting

Feedback

28

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Figure 13. Submit Non-IPAC Bill window

Processing In IBIL

19

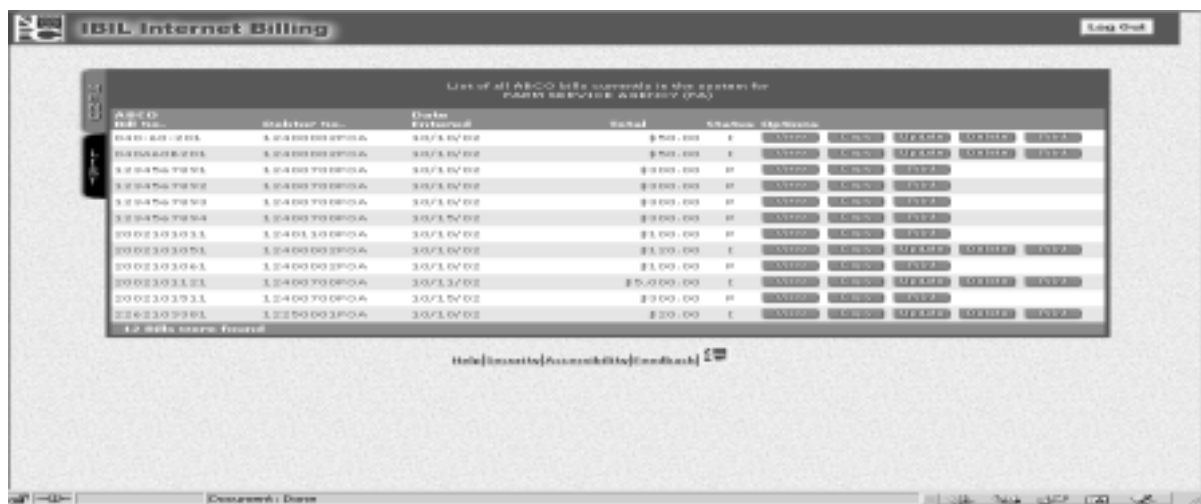
## Accessing A Bill

IBIL allows users online access to an existing bill.

### To access an existing bill:

At the IBIL Main Menu (**Figure 4**), do one of the following:

- Enter the Reference number and click **[go]**. The List Bill window (**Figure 14**) appears listing the bills associated with this debtor number.
- Enter the Debtor No. and click **[go]**. The List Bill window (**Figure 14**) appears listing the bills associated with this debtor number. Select the appropriate action (**View, Copy, Update, Delete, or Print**) next to the applicable bill.
- Enter the ABCO bill number and debtor number, select the appropriate action (**Update, Copy, Delete, or View**) you wish to perform, then click **[go]**. The Bill Information window appears.
- Click **See a list of bills for this Organization** or **See a list of IPAC Bills charged to this organization through IBIL**. The List Bill window (**Figure 14**) appears listing the bills for this organization or those IPAC bills charged to the organization through IBIL. For descriptions of the fields on the List Bill window, see [List Bill window Field Descriptions](#). Select the appropriate action (**View, Copy, Update, Delete, or Print**) next to the applicable bill.



**Figure 14. List Bill window**

After locating the desired bill, IBIL allows users to **view, copy, update, delete, or print** the information on the bill. For more information on performing these functions, see:

[Updating \(Modifying\) An Existing Bill](#)

[Copying An Existing Bill](#)

[Deleting An Existing Bill](#)

[Viewing A Bill](#)

[Printing A Bill](#)

[Submitting A Bill](#)

[Updating the User Profile](#)

## Updating (Modifying) An Existing Bill

IBIL provides users with the ability to modify the information on an existing bill.

### To update (modify) an existing bill:

1. Access the bill by using one of the methods described under [Accessing A Bill](#).
2. Once the desired bill is located, select **Update**. The Bill Information window is displayed. **Note:** The Bill Information window displayed will depend on whether this is an IPAC or non-IPAC billing. For Bill Information field instructions, see [IPAC Bill Information Field Instructions](#) or [Non-IPAC Bill Information Field Instructions](#).
3. Enter the desired data in the editable fields and click **[NEXT]**. The next applicable window is displayed. You may also click on any tab to go to that page.

**Note:** Only existing bills with a status code of **I** (Incomplete) or **S** (Submitted) can be updated (modified). Existing bills with a status code of **P** (Processed) or **T** (Transmitting to ABCO) **cannot** be updated (modified).

After completing all updates to the information on the bill, follow the instructions under [Submitting A Bill](#).

## Copying An Existing Bill

IBIL provides users with the ability to copy the information from an existing bill to expedite the creation of a new bill. This copy feature reduces repetitive keystrokes by giving you the ability to create a new bill using bill information that is already available in an existing bill.

### To copy an existing bill:

1. Access the bill by using one of the methods described under [Accessing A Bill](#).
2. Once the desired bill is located, select **Copy**. The Bill Information window is displayed. **Note:** The Bill Information window displayed will depend on whether this is an IPAC or non-IPAC billing. The existing bill can now be used as a copy for creating a new bill. For Bill Information field instructions, see [IPAC Bill Information Field Instructions](#) or [Non-IPAC Bill Information Field Instructions](#).

3. Enter the desired data in the editable fields and click **[NEXT]**. The next applicable window is displayed. You may also click on any tab to go to that page.

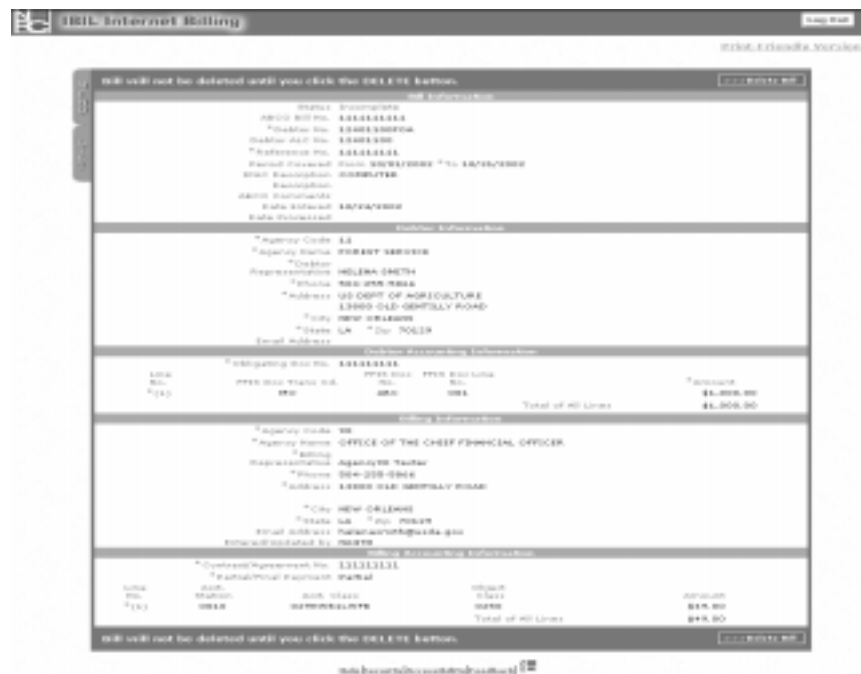
After completing all updates to the information on the bill, follow the instructions under [Submitting A Bill](#).

## Deleting An Existing Bill

IBIL provides user with the ability to delete an existing bill.

### To delete an existing bill:

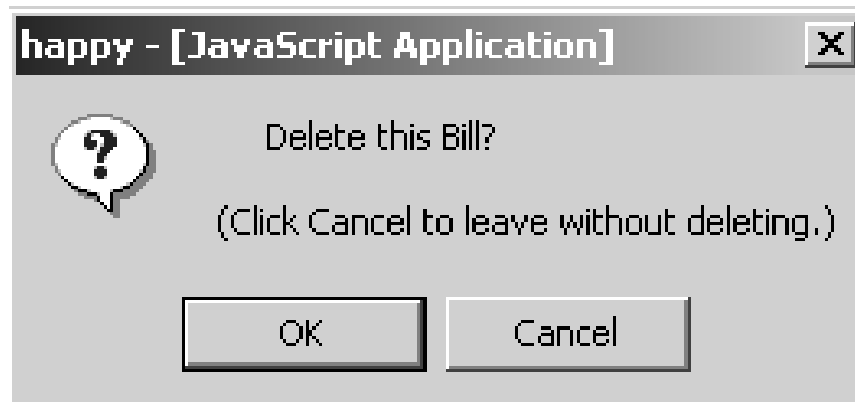
1. Access the bill by using one of the methods described under [Accessing A Bill](#).
2. Select **Delete** from the list window displayed. The bill is displayed. See (Figure 15).  
**Note:** The format of the bill will depend on whether this is an IPAC or non-IPAC billing.
3. Verify that this is the bill to be deleted and click [**>>>Delete Bill**].



**Figure 15. Sample Delete Bill window**

**Note:** Only existing bills with a status code of **I** (Incomplete) or **S** (Submitted) can be deleted. Existing bills with a status code of **P** (Processed) or **T** (Transmitting to ABCO) **cannot** be deleted.

- After clicking [**>>>Delete Bill**], a pop-up (**Figure 16**) appears prompting you to confirm or cancel the delete action. Click **[OK]** to delete the bill or click **[Cancel]** to leave without deleting. Upon deletion, IBIL removes the record.



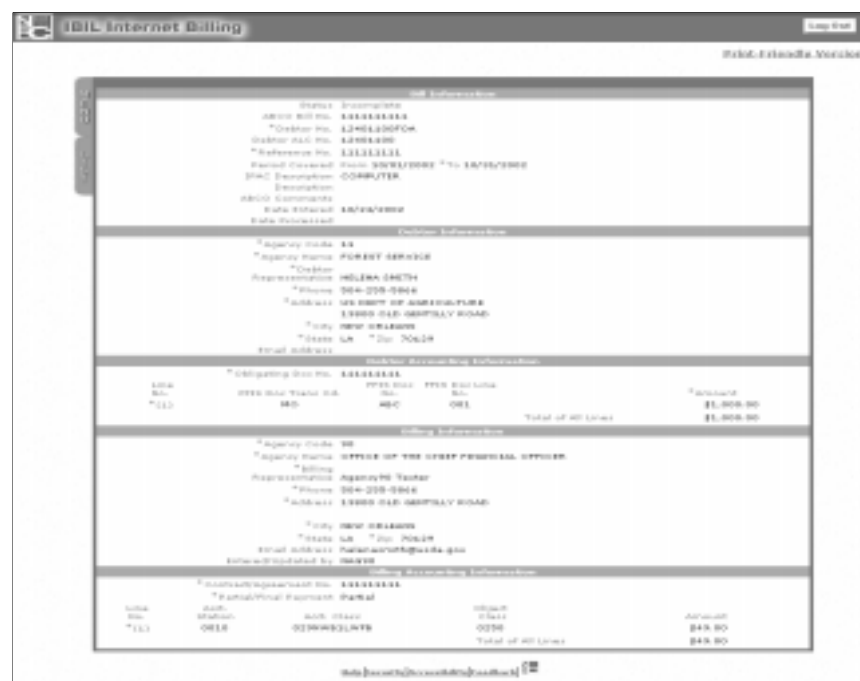
**Figure 16. Delete Bill pop-up**

## Viewing A Bill

IBIL provides users with the ability to view an existing bill. **Note:** The format of the bill will depend on the whether the bill is an IPAC or Non-IPAC billing.

**To view an existing bill:**

1. Access the bill by using one of the methods described under [Accessing A Bill](#).
2. Select **View** from the list window displayed. The bill is displayed. See **Figure 17**.  
**Note:** The format of the bill will depend on whether this is an IPAC or non-IPAC billing. For field descriptions of the displayed bill, see [View An IPAC Bill Field Descriptions](#) or [View A Non-IPAC Bill Field Descriptions](#).



**Figure 17. Sample Bill View window**

## Printing A Bill

IBIL provides users with the ability to print an existing bill. To initially print a complete bill you should adjust your internet print page setup. The page setup is usually found under the **File** menu option of your browser. Setting the proper margins of your printer will allow the bill to print correctly. Set the margins as follows: left, top, and bottom at .25; and, right at .333. Once the settings are changed, you should not need to perform this operation again.

The format of the bill will depend on the whether the bill is an IPAC or Non-IPAC billing.

### To print a bill:

1. Access the bill by using one of the methods described under [Accessing A Bill](#).
2. Select a bill from the list window displayed. See **Figure 18** . **Note:** The format of the bill will depend on whether this is an IPAC or non-IPAC billing. For field descriptions of the displayed bill, see [Print An IPAC Bill Field Descriptions](#) or [Print A Non-IPAC Bill Field Descriptions](#).

You may use one of the three options to print the bill.

- Click **[Print]** if this option is available from the displayed listing. The Print Bill window(**Figure 18**) is displayed which shows the bill in a printable format.

The image shows a 'Sample Print Bill window' with a title bar and a standard Windows-style interface. The window contains the following sections:

- Bill Information:**
  - Status
  - ABIO Bill No.
  - Debtor No.
  - Reference No.
  - Period Covered To
  - Description
  - ABIO Comments
  - Date Entered
  - Date Processed
  - Handling ABIO Special Handling
- Debtor Information:**
  - Agency Name
  - Address
  - City
  - State
  - Zip
- Billing Information:**
  - Agency Code
  - Agency Name
  - Billing Representative
  - Phone
  - Entered/Updated by
- Billing Accounting Information:** (This section is listed but appears to be empty in the sample image)

At the bottom of the window, there is a status bar that says 'Document: Done'.

**Figure 18. Sample Print Bill window**

- Click **[View]** and access the bill then print it.
  - Click **[Delete]** and access the bill and then print it before deleting the bill.
3. Click on your browser's print icon. After the bill is printed, close the IBIL Print window and you are returned to the IBIL Main Menu window (**Figure 4**). Note: You

may also print the bill after it has been submitted from the Submit Bill window, (Figure 10) see [Submitting A Bill](#). For field descriptions of the printed bill, see [Print An IPAC Bill Field Descriptions](#) or [Print A Non-IPAC Bill Field Descriptions](#).

## Submitting A Bill

The Submit Bill window (Figure 10) provides a recap of all information entered for a bill. It allows you to review these entries before submitting it to ABCO. Once a bill has been submitted, it is transmitted to ABCO in the nightly transmission cycle. A bill is considered incomplete and flagged with status of / until it is submitted.

The format of the bill will depend on the whether the bill is an IPAC or Non-IPAC billing.

The Submit An IPAC Bill window is divided into the following five sections:

- Bill Information
- Debtor Information
- Debtor Accounting Information
- Billing Information
- Billing Account Information

The Submit Non-IPAC Bill window is divided into the following four sections:

- Bill Information
- Debtor Information
- Billing Information
- Billing Account Information

### To Submit A Bill:

1. Review each section carefully. Each section has a link (located at the lower right corner of the section) to its corresponding information. You can click on the link to edit any information pertaining to that section.
  - To update the bill information, click **[Update Bill Information]**.
  - To update the Debtor information, click **[Update Debtor Information]**.
  - To update the Debtor Accounting, click **[Update Debtor Accounting]**. Note: This section is displayed for IPAC billing only.
  - To update your profile information, click **[Update Billing (User Profile) Information]**.
  - To update the Billing Accounting, click **[Update Billing Accounting]**.
2. After reviewing all information and making any necessary changes, click **>>>Submit Bill**. The Submit Bill confirmation window (Figure 19) is displayed. To print the bill, click **[OK]**. Otherwise, click **[Cancel]** to leave without printing and return to the IBIL Main Menu window. For Field descriptions, see [Submit IPAC Bill Field Descriptions](#) or [Submit Non-IPAC Bill Field Descriptions](#).





Figure 19. Submit Bill confirmation window

**Note: (1)** The Billing Information is used for inquiries into this bill. The billing agency is determined by the billing organization selected on the menu when you logged into IBIL. The remaining Billing Representative information is pre-filled with your profile information. If the Billing Representative (person knowledgeable with regards to this transaction) is not the same as the user that enters the bill, the name and additional information may be overridden here by modifying the entries shown. However, the record will maintain the user identification number of the user who originally entered the bill.

**Note: (2)** Before submitting your first bill, you should adjust your internet print page setup. The page setup is usually found under the File option of your browser. Setting the proper margins of your printer will allow the bill to print correctly. Set the margins as follows: left, top, and bottom at .25; and, right at .333. Once the settings are changed, you should not need to perform this operation again.

The following options are available from this window:

- Click the **Menu** tab to return to the IBIL Menu.
- Click the **List** tab to return to the list of bills currently in the system for this agency.

## Updating the User Profile

The Update User Profile option is displayed on the IBIL Main Menu window (**Figure 4**). This option is used for updating your IBIL user profile information. This profile information becomes the default *Billing Information* on any bills you enter. **Note:** This option is also accessible from the IBIL Login box. *The first time you log in, you will be prompted to enter your password and profile information. After the initial log in, you may change your password and/or update profile information anytime you log into IBIL.*

To Update the User Profile:

1. At the IBIL Main Menu, click **Update User Profile**. The User Profile window(**Figure 20**) is displayed.

The screenshot shows a web browser window titled "IBIL Internet Billing" with a "Log Out" button in the top right corner. The main content area is titled "Profile for Scott Tester" and contains the instruction: "Please update profile information. This information will become the 'Billing Information' on bills you enter." Below this, there are several form fields: "Enter New Password" and "Confirm New Password" (both empty text boxes), "E-mail Address" (containing "jane.smith@usa.gov"), "Phone" (containing "(123) 123-4567"), "Address" (containing "123 SOUTH BOMB STREET"), "City" (containing "SOME CITY"), "State" (a dropdown menu showing "LA"), and "Zip" (containing "12345"). A "Submit" button is located at the bottom of the form. The browser's address bar shows "http://localhost:8080/ibil/".

Figure 20. User Profile window

2. Modify the field(s) as necessary according to the instructions under [Updating User Profile Field Instructions](#).
3. Click [Submit].



---

## IBIL Field Instructions

This section presents the following topics:

- [Starting IBIL Field Instructions](#)
- [IBIL Main Menu Field Instructions](#)
- [IPAC Bill Information Field Instructions](#)
- [Debtor Information Field Instructions](#)
- [Debtor Format Field Instructions](#)
- [Debtor Accounting Field Instructions](#)
- [IPAC Billing Accounting Field Instructions](#)
- [Submit IPAC Bill Field Descriptions](#)
- [View An IPAC Bill Field Descriptions](#)
- [Print An IPAC Bill Field Description](#)
- [Non-IPAC Bill Information Field Instructions](#)
- [Non-IPAC Billing Accounting Field Instructions](#)
- [Submit Non-IPAC Field Descriptions](#)
- [View A Non-IPAC Field Descriptions](#)
- [Print A Non-IPAC Bill Field Description](#)
- [List Bill Window Field Descriptions](#)
- [Updating the User Profile Field Instructions](#)

---

## Starting IBIL Field Instructions

The Logging Into IBIL window (**Figure 3**) is displayed after you click the Warning Message when starting IBIL. For login instructions, see [Starting IBIL](#). The IBIL Log In window allows you to log into the IBIL application. The first time you log in, you will be prompted to change your password and enter your profile information. After the initial log in, you may change your password and/or update profile information anytime you log into IBIL.

<b>User ID</b>	<i>Required, alphanumeric, 9 positions max.</i> Type your NFC user-identification.
<b>Password</b>	<i>Required, alphanumeric, 9 positions max.</i> Type your IBIL password.
<b>Change Password</b>	<i>Optional</i> Click to change your password upon log in. The Change Your Password window is displayed.

## Update Profile

*Optional*

Click to change your IBIL user profile upon log in. The Update User Profile option window is displayed. For instructions on updating your user profile, see **Updating the User Profile**.

---

## IBIL Main Menu Field Instructions

The IBIL Main Menu window (**Figure 4**) is displayed after logging into IBIL. For login and processing instructions, see [Starting IBIL](#) . The options available will depend on the users access authority. If you do not have authority to update or to add bills for the specified billing organization, the IBIL Main Menu window will not display all menu options.

## You Are Currently Viewing Bills for

*No Entry*

The billing organization you are representing will be displayed in the top portion of the window. **Note:** If you have authority to bill for multiple organizations, a drop-down list will be provided to select the billing organization you are representing. This billing organization list is sorted by Agency Location Code (ALC) and agency code. **Before proceeding with this transaction, verify that you are not submitting bills on behalf of the wrong agency.**

### Add a New Bill for Vendor/Debtor No.

*Required, alphanumeric, 11 positions max.*

Type in the appropriate vendor/debtor number. **Note:** For USDA billing agencies, this number must be valid on the FFIS VEND table. For assistance with vendor codes, see [Who To Contact For Help](#).

For **Intra-USDA billing transactions (common agreements)**, type in the FFIS agreement number. For assistance with FFIS agreement numbers, see [Who To Contact For Help](#).

**Position 1** is an **&** which is used as a unique identifier to indicate that this vendor number relates to an intradepartmental agreement.

**Positions 2-3** are the providing agency code.

**Positions 4-5** are the receiving agency code.

**Position 6** is the year of agreement.

**Position 7-9** are the alphanumeric sequential identifier assigned by the NFC Table Maintenance Group.

**Position 10** is **O** for IPAC billing.

**Position 11** is **P** for providing agency; **R** for receiving agency.

For **Federal IPAC billing transactions**, type the following:

**Positions 1-8** are the debtor's ALC.

**Position 9** is **F** for Federal.

**Position 10** is **O** for IPAC billing.

**Position 11** is **A** for headquarters. **Note:** Other address indicators may be used, however, the address information is not pertinent for IPAC transactions.

For **billing Commodity Credit Corporation**, type the following:

Positions 1-2 are the state code.

Positions 3-5 are the county code.

Positions 6-11 are **CCC A** (space between CCCC and A).

For **Other Vendor billing transactions**, the taxpayer identification number is generally used along with an address indicator. **Note:** Employee vendor codes are not allowed due to possible tax implications.

### See a List of Bills for this Organization

*Optional*

Click on the link to view a list of bills for the displayed organization.

### See a List of Bills for Reference No.

*Optional; alphanumeric; 9 positions*

Type in the reference number used for this bill.

**See a List of Bills for Debtor No.**

*Optional; alphanumeric; 9 positions*

Type in the debtor number for this bill.

**Work with an Existing Bill**

*Optional; alphanumeric; 21 total positions*

Type in the ABCO bill number (10 positions) and debtor number (11 positions) for this bill.

**See a List of IPAC Bills charged to This Organization Through IBIL**

*Optional*

Click on the link to view a list of bills charged to the displayed organization.

**Update User Profile**

*Optional*

Click to change your IBIL user profile upon log in. The Update User Profile option window is displayed. For instructions on updating your user profile, see **Updating the User Profile**.

---

## IPAC Bill Information Field Instructions

The Bill Information window (**Figure 5**) is the first window displayed when adding a new bill or accessing an existing bill from the IBIL Main Menu window. It is used to start the billing process and to provide overall billing information that is useful to both the debtor (paying agency) and the billing agency. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

**Start by establishing a bill for/You are currently updating ABCO Bill No., Debtor No.**

This line identifies the billing Agency Location Code (ALC), plus the agency code you are currently logged in as in IBIL. The ALC's are agency location codes that are used by Treasury to identify the two Federal entities involved in the online or intra-governmental transfer. The ALC code begins with a two-position department code. For example, the ALC for U.S. AID is 72000001. However, U.S. AID has several other ALC's. It is the billing agency's obligation to verify that this information is correct before proceeding or data entered will result in submitting bills on behalf of the wrong agency. The ALC should be obtained as part of negotiating the agreement.

**Vendor/Debtor No.**

*No entry*

This field is system generated based on the vendor/debtor number entered on the IBIL Main Menu window. **Note:** If this bill has been copied, type in the vendor/debtor number. For USDA billing agencies, this number must be valid on the FFIS VEND table. For assistance with vendor codes, see [Who To Contact For Help](#).

For **Intra-USDA billing transactions (common agreements)**, type in the FFIS agreement number. For assistance with FFIS agreement numbers, see [Who To Contact For Help](#).

**Position 1** is an **&** which is used as a unique identifier to indicate that this vendor number relates to an intradepartmental agreement.

**Positions 2-3** are the providing agency code.

**Positions 4-5** are the receiving agency code.

**Position 6** is the year of agreement.

**Position 7-9** are the alphanumeric sequential identifier assigned by the NFC Table Maintenance Group.

**Position 10** is **O** for IPAC billing.

**Position 11** is **P** for providing agency; **R** for receiving agency.

For **Federal IPAC billing transactions**, type the following:

**Positions 1-8** are the debtor's ALC.

**Position 9** is **F** for Federal.

**Position 10** is **O** for IPAC billing.

**Position 11** is **A** for headquarters. **Note:** Other address indicators may be used, however, the address information is not pertinent for IPAC transactions.

**Vendor ALC:**

*No entry*

If this is a common agreement, the field is system generated based on the vendor's ALC.

**Reference No.**

*Required, numeric, 9 positions*

Type in the reference number for this bill. This number should be meaningful to the billing agency since it should be used every time a bill is submitted that is related to this transaction.

**When updating, this field is protected from changes.**

IBIL will automatically generate a 10 position ABCO bill number by adding a tenth position to your reference number. The tenth position acts as a counter for this debtor and reference number. Upon the first billing, the tenth position will be **1** and subsequent billings progress from **2** through **9** and then **A** through **Z**.



<b>Period Covered From/To</b>	<i>Optional-default,numeric,8 positions</i> The <b>To</b> date defaults to the current date. Type in the <b>From</b> and <b>To</b> dates (mmddyyyy) to display the actual period covered by this bill.
<b>IPAC Description</b>	<i>Required, alphanumeric, 50 positions max.</i> Type in descriptive text for the IPAC bill.
<b>Additional Description</b>	<i>Optional, alphanumeric, 200 positions max.</i> Type in additional descriptive text. This text appears in IBIL only and may be used for notes to the user or other IBIL users concerning this bill. This text does not appear on the IPAC bill.
<b>Comments</b>	<i>No-entry</i> This 200 character field is reserved for NFC personnel only. ABCO personnel use this field to communicate changes to the bill that were originally incorrect and required NFC intervention to pass the bill to ABCO.

---

## Debtor Information Field Instructions

The Debtor Information window (**Figure 6**) is used to add or update debtor (paying agency) information. This will be the next window displayed after the IPAC Bill Information window. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

**You are currently  
entering ABCO Bill No.  
Debtor No.**

This line identifies the ABCO bill number and debtor number that you are currently billing, along with your billing ALC and agency. Verify that this information is correct before proceeding or data entered will result in submitting bills on behalf of the wrong agency.

**Note:** This field is displayed only for debtors serviced by NFC where the agency code cannot be implied from the ALC. In this case, there is not a one-to-one relationship between the debtor number and the agency.

**Agency Code** *Required, alphanumeric, 2 positions*  
The system populates this field with the agency code if there is a one-to-one relationship between the NFC-serviced debtor and the agency. Otherwise, type in the agency code.

## Agency Name

*Required, alphanumeric, 60 positions max.*

The system populates this field with the agency name if there is a one-to-one relationship between the NFC-serviced debtor and the agency. If the ALC of the NFC-serviced debtor contains multiple agencies, after selecting the agency code the debtor agency's name will be displayed. If you did not enter the two position agency code in the Agency Code field, select the agency name from the field drop-down list and the Agency Code field will be populated with the corresponding agency code. If NFC does not service the debtor, the name provided comes from the FFIS vendor table and may be changed. This change will be reflected in IBIL and ABCO only.

**Note:** You do not have to enter both Agency Code and Agency Name. Providing one will automatically update the other when you click on the next field.

## Debtor's Representative

*Required, alphanumeric, 60 positions max.*

Type in the name of the debtor's representative. In most instances, the debtor's finance department receives notification of the charge. The individual named here should be fully aware of the details of this transaction and able to assist his/her finance department.

## Phone

*Required, numeric, 18 positions*

Type in the telephone number of the debtor's representative. Use the format 999-999-9999 x9999. An extension is not required.

## Address

*Required, alphanumeric, 60 positions max.*

The system populates this field with data from the FFIS vendor table. The data can be changed, but the changes will be reflected in IBIL and ABCO only.  
Note: If there is a chance that the debtor cannot accept an IPAC charge, the address information can be changed to reflect the destination of a hard copy bill.

## City

*Required, alphanumeric, 60 positions max.*

The system populates this field with data from the FFIS vendor table. The data can be changed, but the changes will be reflected in IBIL and ABCO only.

## State

*Required, alphanumeric, 60 positions max.*

The system populates this field with data from the FFIS vendor table. The data can be changed, but the changes will be reflected in IBIL and ABCO only.

## Zip

*Required, alphanumeric, 60 positions max.*

The system populates this field with data from the FFIS vendor table. The data can be changed, but the changes will be reflected in IBIL and ABCO only.

## Email Address

*Optional, alphanumeric, 60 positions max.*

Type in the e-mail address of the debtor's representative.

## Debtor Format Field Instructions

The Debtor Format window (**Figure 7**) will be displayed only if the debtor agency has multiple accounting formats which may be used for this type of billing. Debtor agencies have become specific in the type of information that they require in order to accept a transaction through IPAC. As those requirements change, the format will also change. To see specific requirements of USDA debtors and others as provided, see [Debtor/Paying Agency Accounting Requirements](#) . For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

**You are currently  
entering ABCO Bill No.  
Debtor No.**

This line identifies the ABCO bill number and debtor number that you are currently billing. Verify that this information is correct before proceeding or data entered will result in submitting bills on behalf of the wrong agency.

**Choose Accounting  
Format to Use**

Click the drop-down list to view and choose an accounting format for this debtor's accounting.

**Note:** If you proceed to the Billing Acct window without selecting a debtor accounting format, the bill is incomplete and will not be submitted until this information is provided.

---

## Debtor Accounting Field Instructions

The Debtor Accounting window (**Figure 8**) is used to enter or update debtor (paying agency) accounting. This will be the next window displayed after the Debtor Format window (if applicable) or the debtor information window. The accounting presented depends on the format selected or specified by the debtor agency. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

**You are currently  
entering ABCO Bill No.  
Debtor No.**

This line identifies the ABCO bill number and debtor number that you are currently billing, along with your billing ALC and agency. Verify that this information is correct before proceeding or data entered will result in submitting bills on behalf of the wrong agency.

**Obligating Doc No.**

*Required, alphanumeric, 17 positions*

Type in referencing information that is meaningful to the debtor, such as the debtor's agreement number. This field defaults to the reference number if a number is not entered, but it can be overwritten if another number would be more meaningful to the debtor.

## Referencing

Line No., FY, Acct. Class,  
Acct. Station, Object Class,  
Amount/Line No., FFIS Doc.  
Trans Cd, FFIS Doc. No.,  
FFIS Doc Line No.,  
Amount/Line No., Job, Cd.,  
Organization Cd., Object  
Class, Amount/Line No.,  
Acct-Referencing, Amount

*Required, alphanumeric, 35 positions*

Type in the accounting or referencing information that the debtor (paying agency) requires to record the disbursement on their general ledger. Where the debtor has specific requirements, the fields are designed according to those requirements. To see specific requirements of USDA debtors and others as provided, see [Debtor/Paying Agency Accounting Requirements](#). Where the debtor provides multiple formats, the fields are designed based upon your selection from the Debtor Accounting Format window (**Figure 7**) (only supplied where applicable). Where the non-USDA debtor's requirements have not been specified, a field of up to 35 positions is available.

## Amount

*Required, numeric, 13 positions max.*

Type in the amount (dollars and cents included) for this accounting line. Decimals may be entered or the system will generate them when you leave this window. For example, 10000 will be converted to \$100.00.

## Total of All Lines:

This is the total of all line amounts in dollars and cents for all accounting entries for this bill. This amount cannot exceed \$9,999,999,999.99.

**Note:** This amount is updated when your input is saved.

## Lines

This drop-down list allows you to scroll through accounting line entries for this bill. When you select the range of accounting line numbers you wish to view, your current work is saved and the window is refreshed to display the selected entries. If no accounting line entries have been made, then this list is empty.

## More Lines

This button allows you to enter additional lines of accounting. Clicking **[More Lines]** will save the previous lines, and the next three lines will become available. The number of debtor accounting lines is not limited. However, **only the first six lines are displayed in the descriptive text of ABCO and sent through IPAC**. Therefore, no more than six lines should be used for non-USDA agencies. Additional lines provided are useful to other IBIL users, especially the IPAC Processing Team at NFC. NFC uses the online information to record the USDA debtor's disbursement transactions.

---

## IPAC Billing Accounting Field Instructions

The Billing Accounting window (**Figure 9**) is used to create or update the billing agency's accounting information. This will be the next window displayed after the Debtor Accounting window. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

You are currently  
entering ABCO Bill No.  
Debtor No.

This line identifies the ABCO bill number and debtor number that you are currently billing, along with your billing ALC and agency. Verify that this information is correct before proceeding or data entered will result in submitting bills on behalf of the wrong agency.

**Contract/Agreement No.** *Required, alphanumeric, 17 positions*

Type in a contract/agreement number that is meaningful to the billing agency. As a shortcut for agencies using a reference number that identifies their agreement number, this field is pre-filled with the billing agency's reference number. If your reference number does not identify your obligating document number/agreement number, this field should be changed to reflect it.

**Partial/Final Payment**

Click the drop-down list to select *final* payment when this is the final billing on the referenced agreement. The default is *partial*.

**Note: Accounting Lines.** One accounting line is required and up to 99 lines may be added. The billing agency requires this accounting information to record receivables and subsequent collections to its general ledger.

This accounting must initially pass all ABCO edits. Invalid accounting causes transactions to remain in ABCO suspense and substantially reduces the efficiency created by IBIL. Therefore, it is imperative that this information be verified in the FFIS ACXT (Accounting Crosswalk) table and/or the Management Account Structure Code Validation (MASCVAL) system.

**The accounting classification, object class, and amount are required for all lines of accounting.**

**Acct Station** *No entry*

This field will be system generated based on the agency's ALC.

**Acct Class** *Required, numeric, 35 positions max.*

Type in the billing agency's accounting classification.

**Object Class** *Required, numeric, 4 positions*

Type in the object classification applicable to this accounting line. Due to ABCO posting models, certain object classes cannot be on the same bill.

- If the major object class is **01**, all accounting lines within the bill must start with major object class **01**.
- If the major object class is **02**, all accounting lines within the bill must start with major object class **02**.

- If the object class is **8150**, all accounting lines within the bill must be for object class **8150**.

For example, the billing agency may bill for \$450 to budget object class 0250 and \$800 to budget object class 0252 on the same bill. However, the billing agency may not bill \$450 to budget object class 0250 and \$800 to budget object class 8150 on the same bill.

#### Amount

*Required, numeric, 13 positions max.*

Type in the amount (dollars and cents included) for this accounting line. Decimals may be entered or the system will generate them when you leave this window. For example, 10000 will be converted to \$100.00.

#### Total of All Lines:

This is the total of all line amounts in dollars and cents for all accounting entries for this bill. This amount cannot exceed **\$9,999,999,999.99**. **Note:** This amount is updated when your input is saved.

#### Lines

This drop-down list allows you to scroll through accounting line entries for this bill. When you select the range of accounting line numbers you wish to view, your current work is saved and the window is refreshed to display the selected entries. If no accounting line entries have been made, then this list is empty.

## Submit IPAC Bill Field Descriptions

The Submit Bill window (**Figure 10**) is used to transmit a completed bill to ABCO. It provides a recap of all information that has been entered for a bill. It allows you to review all entries related to the bill and submit it to ABCO on the next transmission cycle. **Note:** The format of the ABCO bill will appear different from IBIL, however, the information will remain the same. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

#### Bill Information

##### ABCO Bill No.

*No entry*

This field is system generated based on the ABCO bill number provided by the billing agency for this transaction.

##### \*Debtor No.

*No entry*

This field is system generated based on the debtor number. The debtor number, in combination with the bill number, are necessary when inquiring on the status of a bill.

<b>*Debtor ALC No.</b>	<i>No entry</i> This field is system generated based on the debtor number. It identifies the debtor agency's ALC.
<b>*Reference No.</b>	<i>No entry</i> This field is system generated based on the applicable reference number used for this billing.
<b>Period Covered From xx/xx/xxxx To xx/xx/xxxx</b>	<i>No entry</i> This field is system generated based on the <b>From</b> and <b>To</b> dates (mmddyyyy) of the period covered by this bill.
<b>OPAC Description</b>	<i>No entry</i> This field is system generated based on the descriptive text for the IPAC (OPAC) bill.
<b>Description</b>	<i>No entry</i> This field is system generated if there were any additional descriptive text entered for this billing transaction. This text appears in IBIL only and may be used for notes to the user or other IBIL users concerning this bill. This text does not appear on the IPAC bill.
<hr/>	
<b>Debtor Information</b>	
<b>*Agency Code</b>	<i>No entry</i> This field is system generated based on the debtor agency's code.
<b>*Agency Name</b>	<i>No entry</i> This field is system generated based on the debtor agency's name.
<b>*Debtor Representative</b>	<i>No entry</i> This field is system generated based on the specified debtor representative. This person should be fully knowledgeable of the details of this billing transaction.
<b>*Phone</b>	<i>No entry</i> This field is system generated based on the debtor's phone number.
<b>*Address</b>	<i>No entry</i> This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.

**\*City**

*No entry*

This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.

**\*State**

*No entry*

This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.

**\*Zip**

*No entry*

This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.

**Email Address**

*No entry*

This field is system generated based on the debtor's business e-mail address. This may be used by NFC to contact the debtor if there are questions about a bill.

---

**Debtor Accounting Information**

**\*Obligating Doc No.**

*No entry*

This field is system generated based on the referencing information entered that was meaningful to the debtor, such as the debtor's agreement number. It may display a reference number that was defaulted from the previously entered reference number, or an overwritten number that was more meaningful to the debtor.

**Line No.**, FY, Acct. Class,  
Acct. Station, Object Class,  
Amount/**Line No.**, FFIS Doc.  
Trans Cd, FFIS Doc. No.,  
FFIS Doc Line No.,  
Amount/**Line No.**, Job, Cd.,  
Organization Cd., Object  
Class, Amount/**Line No.**,  
Acct-Referencing, Amount

*No entry*

This field is system generated based on the accounting or referencing information that the debtor (paying agency) requires to record the disbursement on their general ledger.

**Amount**

*No entry*

This field is system generated based on the total amount entered for this billing transaction.

**Total of All Lines**

*No entry*

This field is system generated based on the total of all accounting lines entered for this billing.



---

### Billing Information (User Profile)

<b>*Agency Code</b>	<i>No entry</i> This field is system generated based on the billing agency's code.
<b>*Agency Name</b>	<i>No entry</i> This field is system generated based on the billing agency's name.
<b>*Billing Representative</b>	<i>No entry</i> This field is system generated based on the billing information in your user's profile.
<b>*Phone</b>	<i>No entry</i> This field is system generated based on the billing information in your user's profile.
<b>*Address</b>	<i>No entry</i> This field is system generated based on the billing information in your user's profile.
<b>*City</b>	<i>No entry</i> This field is system generated based on the billing information in the user's profile.
<b>*State</b>	<i>No entry</i> This field is system generated based on the billing information in your user's profile.
<b>*Zip</b>	<i>No entry</i> This field is system generated based on the billing information in your user's profile.
<b>Email Address</b>	<i>No entry</i> This field is system generated based on the billing representative's business e-mail address.

---

### Billing Accounting Information

<b>*Contract/Agreement No.</b>	<i>No entry</i>  This field is system generated based on the contract or agreement number entered for this billing transaction. <b>Note:</b> This is not the common agreement number/(FFIS) agreement number that was entered as the Vendor/Debtor number.
<b>*Partial/Final Payment</b>	<i>No entry</i>  This field is system generated based on the payment for this billing. <b>Note:</b> The default is <i>partial</i> .
<b>Line No.</b>	<i>No entry</i>  This field is system generated based on the line of accounting. Up to 99 lines may be displayed. The billing agency requires this accounting information to record receivables and subsequent collections to its general ledger.
<b>Acct Station</b>	<i>No entry</i>  This field is system generated based on the billing agency's accounting station code.
<b>Acct Class</b>	<i>No entry</i>  This field is system generated based on the billing agency's accounting classification code used for this line of accounting.
<b>Object Class</b>	<i>No entry</i>  This field is system generated based on the billing agency's object classification code used for this line of accounting. <b>Note:</b> Due to ABCO posting models, certain object classes cannot be on the same bill.
<b>Amount</b>	<i>No entry</i>  This field is system generated based on the amount entered for this line of accounting.
<b>Total of All Lines</b>	<i>No entry</i>  This field is system generated based on the total amount of all lines of accounting for this billing.

---

## View An IPAC Bill Field Descriptions

The Bill View window is used to view the entire bill. See **Figure 17**. Changes to the existing bill are not allowed when using this option. **Note:** The format of the ABCO bill will appear different from IBIL, however, the information will remain the same. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

## Bill Information

### Status

*No entry*

This column displays the bill's status. Status codes are:

- I** Incomplete. This bill is not yet complete and/or has not been submitted. It will not be transmitted to ABCO until submitted.
- S** Submitted. This bill is ready to be transmitted to ABCO. It can be modified but must be submitted again after modification.
- T** Transmitting to ABCO. This bill has been submitted and is being transmitted to ABCO. It cannot be modified.
- P** Processed. The record has been sent to ABCO. It can no longer be modified. Adjustments to the receivable should be directed to ABCO Inquiry at **504-255-5344**.

### ABCO Bill No.

*No entry*

This field is system generated based on the ABCO bill number provided by the billing agency for this transaction.

### \*Debtor No.

*No entry*

This field is system generated based on the debtor number. The debtor number, in combination with the bill number, are necessary when inquiring on the status of a bill.

### \*Debtor ALC No.

*No entry*

This field is system generated based on the debtor number. It identifies the debtor agency's ALC.

### \*Reference No.

*No entry*

This field is system generated based on the applicable reference number used for this billing.

### Period Covered From xx/xx/xxxx To xx/xx/xxxx

*No entry*

This field is system generated based on the **From** and **To** dates (mmddyyyy) of the period covered by this bill.

### IPAC Description

*No entry*

This field is system generated based on the descriptive text for the IPAC bill.

### Description

*No entry*

This field is system generated based if there were any additional descriptive text entered for this billing transaction. This text appears in IBIL only and may be used for notes to the user or other IBIL users concerning this bill. This text does not appear on the IPAC bill.

**ABCO Comments**

*No entry*

This field is reserved for NFC personnel only. ABCO personnel use this field to communicate changes to the bill.

**Date Entered**

*No entry*

This field is system generated based on the date the bill was entered.

**Date Processed**

*No entry*

This field is system generated based on the was processed.

---

**Debtor Information**

**\*Agency Code**

*No entry*

This field is system generated based on the debtor agency's code.

**\*Agency Name**

*No entry*

This field is system generated based on the debtor agency's name.

**\*Debtor Representative**

*No entry*

This field is system generated based on the specified debtor representative. This person should be fully knowledgeable of the details of this billing transaction.

**\*Phone**

*No entry*

This field is system generated based on the debtor's phone number.

**\*Address**

*No entry*

This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.

**\*City**

*No entry*

This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.

**\*State**

*No entry*

This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.

**\*Zip**

*No entry*

This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.

**Email Address**

*No entry*

This field is system generated based on the debtor's business e-mail address. This may be used by NFC to contact the debtor if there are questions about a bill.

---

**Debtor Accounting Information**

**\*Obligating Doc No.**

*No entry*

This field is system generated based on the referencing information entered that was meaningful to the debtor, such as the debtor's agreement number. It may display a reference number that was defaulted from the previously entered reference number, or an overwritten number that was more meaningful to the debtor.

**Line No.**, FY, Acct. Class,  
Acct. Station, Object Class,  
Amount/**Line No.**, FFIS Doc.  
Trans Cd, FFIS Doc. No.,  
FFIS Doc Line No.,  
Amount/**Line No.**, Job, Cd.,  
Organization Cd., Object  
Class, Amount/**Line No.**,  
Acct-Referencing, Amount

*No entry*

This field is system generated based on the accounting or referencing information that the debtor (paying agency) requires to record the disbursement on their general ledger.

**Amount**

*No entry*

This field is system generated based on the total amount entered for this billing transaction.

**Total of All Lines**

*No entry*

This field is system generated based on the total of all accounting lines entered for this billing.

---

**Billing Information (User Profile)**

**\*Agency Code**

*No entry*

This field is system generated based on the billing agency's code.

**\*Agency Name**

*No entry*

This field is system generated based on the billing agency's name.

**\*Billing Representative**

*No entry*

This field is system generated based on the billing information in your user profile.

**\*Phone** *No entry*  
This field is system generated based on the billing information in your user profile.

**\*Address** *No entry*  
This field is system generated based on the billing information in your user profile.

**\*City** *No entry*  
This field is system generated based on the billing information in your user profile.

**\*State** *No entry*  
This field is system generated based on the billing information in your user profile.

**\*Zip** *No entry*  
This field is system generated based on the billing information in your user profile.

**Email Address** *No entry*  
This field is system generated based on the billing representative's business e-mail address.

**Entered/Updated by** *No entry*  
This field is system generated based on the system user's profile data.

---

#### Billing Accounting Information

**\*Contract/Agreement No.** *No entry*  
This field is system generated based on the contract or agreement number entered for this billing transaction. **Note:** This is not the common agreement number/(FFIS) agreement number that was entered as the Vendor/Debtor number.

**\*Partial/Final Payment** *No entry*  
This field is system generated based on the payment for this billing. **Note:** The default is *partial*.

**Line No.** *No entry*  
This field is system generated based on the line of accounting. Up to 99 lines may be displayed. The billing agency requires this accounting information to record receivables and subsequent collections to its general ledger.

<b>Acct Station</b>	<i>No entry</i> This field is system generated based on the billing agency's accounting station code.
<b>Acct Class</b>	<i>No entry</i> This field is system generated based on the billing agency's accounting classification code used for this line of accounting.
<b>Object Class</b>	<i>No entry</i> This field is system generated based on the billing agency's object classification code used for this line of accounting. <b>Note:</b> Due to ABCO posting models, certain object classes cannot be on the same bill.
<b>Amount</b>	<i>No entry</i> This field is system generated based on the amount entered for this line of accounting.
<b>Total of All Lines</b>	<i>No entry</i> This field is system generated based on the total amount of all lines of accounting for this billing.

## Print An IPAC Bill Field Descriptions

The Print Bill window is used to obtain a print friendly version of the actual bill. See **Figure 18**. **Note:** The format of the ABCO bill will appear different from IBIL, however, the information will remain the same. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

### Bill Information

<b>Status</b>	<i>No entry</i> This column displays the bill's status. Status codes are:
<b>I</b>	Incomplete. This bill is not yet complete and/or has not been submitted. It will not be transmitted to ABCO until submitted.
<b>S</b>	Submitted. This bill is ready to be transmitted to ABCO. It can be modified but must be submitted again after modification.
<b>T</b>	Transmitting to ABCO. This bill has been submitted and is being transmitted to ABCO. It cannot be modified.
<b>P</b>	Processed. The record has been sent to ABCO. It can no longer be modified. Adjustments to the receivable should be directed to ABCO Inquiry at <b>504-255-5344</b> .

**ABCO Bill No.**

*No entry*

This field is system generated based on the ABCO bill number provided by the billing agency for this transaction.

**\*Debtor No.**

*No entry*

This field is system generated based on the debtor number. The debtor number, in combination with the bill number, are necessary when inquiring on the status of a bill.

**\*Reference No.**

*No entry*

This field is system generated based on the applicable reference number used for this billing.

**Period Covered To**

*No entry*

This field is system generated based on the **From** and **To** dates (mmddyyyy) of the period covered by this bill.

**IPAC Description**

*No entry*

This field is system generated based on the descriptive text for the IPAC bill.

**Description**

*No entry*

This field is system generated based on any additional descriptive text entered for this billing transaction. This text appears in IBIL only and may be used for notes to the user or other IBIL users concerning this bill. This text does not appear on the IPAC bill.

**ABCO Comments**

*No entry*

This field is reserved for NFC personnel only. ABCO personnel use this field to communicate changes to the bill.

**Date Entered**

*No entry*

This field is system generated based on the date the bill was entered.

**Date Processed**

*No entry*

This field is system generated based on the was processed.

---

**Debtor Information**

**\*Agency Code**

*No entry*

This field is system generated based on the debtor agency's code.



<b>*Agency Name</b>	<i>No entry</i> This field is system generated based on the debtor agency's name.
<b>*Debtor Representative</b>	<i>No entry</i> This field is system generated based on the specified debtor representative. This person should be fully knowledgeable of the details of this billing transaction.
<b>*Phone</b>	<i>No entry</i> This field is system generated based on the debtor's phone number.
<b>*Address</b>	<i>No entry</i> This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.
<b>*City</b>	<i>No entry</i> This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.
<b>*State</b>	<i>No entry</i> This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.
<b>*Zip</b>	<i>No entry</i> This field is system generated based on the information from the FFIS VEND table or information previously entered during the billing process.
<b>Email Address</b>	<i>No entry</i> This field is system generated based on the debtor's business e-mail address. This may be used by NFC to contact the debtor if there are questions about a bill.

---

#### Debtor Accounting Information

<b>*Obligating Doc No.</b>	<i>No entry</i> This field is system generated based on the referencing information entered that was meaningful to the debtor, such as the debtor's agreement number. It may display a reference number that was defaulted from the previously entered reference number, or an overwritten number that was more meaningful to the debtor.
<b>Total of All Lines</b>	<i>No entry</i> This field is system generated based on the total of all accounting lines entered for this billing.

---

### Billing Information (User Profile)

<b>*Agency Code</b>	<i>No entry</i> This field is system generated based on the billing agency's code.
<b>*Agency Name</b>	<i>No entry</i> This field is system generated based on the billing agency's name.
<b>*Billing Representative</b>	<i>No entry</i> This field is system generated based on the billing information in your user profile.
<b>*Phone</b>	<i>No entry</i> This field is system generated based on the billing information in your user profile.
<b>*Address</b>	<i>No entry</i> This field is system generated based on the billing information in your user profile.
<b>*City</b>	<i>No entry</i> This field is system generated based on the billing information in your user profile.
<b>*State</b>	<i>No entry</i> This field is system generated based on the billing information in your user profile.
<b>*Zip</b>	<i>No entry</i> This field is system generated based on the billing information in your user profile.
<b>Email Address</b>	<i>No entry</i> This field is system generated based on the billing representative's business e-mail address.
<b>Entered/Updated by</b>	<i>No entry</i> This field is system generated based on the system user's profile data.

---

## Billing Accounting Information

**\*Contract/Agreement No.** *No entry*

This field is system generated based on the contract or agreement number entered for this billing transaction. **Note:** This is not the common agreement number (FFIS) agreement number.

**\*Partial/Final Payment** *No entry*

This field is system generated based on the payment for this billing. **Note:** The default is *partial*.

**Line No.** *No entry*

This field is system generated based on the line of accounting. Up to 99 lines may be displayed. The billing agency requires this accounting information to record receivables and subsequent collections to its general ledger.

**Acct Station** *No entry*

This field is system generated based on the billing agency's accounting station code.

**Acct Class** *No entry*

This field is system generated based on the billing agency's accounting classification code used for this line of accounting.

**Object Class** *No entry*

This field is system generated based on the billing agency's object classification code used for this line of accounting. **Note:** Due to ABCO posting models, certain object classes cannot be on the same bill.

**Amount** *No entry*

This field is system generated based on the amount entered for this line of accounting.

**Total of All Lines** *No entry*

This field is system generated based on the total amount of all lines of accounting for this billing.

**Total of All Lines** *No entry*

This field is system generated based on the total amount of all lines of accounting for this billing.

---

## Non-IPAC Bill Information Field Instructions

The Bill Information window (**Figure 11**) is the first window displayed when adding a new bill or accessing an existing bill from the IBIL Main Menu window. It is used to start the billing process and to provide overall billing information that is useful to both the debtor (paying agency) and the billing agency. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

**Start by establishing a bill for/You are currently updating ABCO Bill No., Debtor No.**

This line identifies the billing Agency Location Code (ALC), plus the agency code you are currently logged in as in IBIL. Verify that this information is correct before proceeding or data entered will result in submitting bills on behalf of the wrong agency.

**Vendor/Debtor No.**

*No entry*

This field is system generated based on the vendor/debtor number entered on the IBIL Main Menu window. **Note:** If this bill has been copied, type in the vendor/debtor number. For USDA billing agencies, this number must be valid on the FFIS VEND table. For assistance with vendor codes, see [Who To Contact For Help](#).

For **Intra-USDA billing transactions (common agreements)**, type in the FFIS agreement number. For assistance with FFIS agreement numbers, see [Who To Contact For Help](#).

**Position 1** is an **&** which is used as a unique identifier to indicate that this vendor number relates to an intradepartmental agreement.

**Positions 2-3** are the providing agency code.

**Positions 4-5** are the receiving agency code.

**Position 6** is the year of agreement.

**Position 7-9** are the alphanumeric sequential identifier assigned by the NFC Table Maintenance Group.

**Position 10** is **space** for Non-IPAC billing.

**Position 11** is **P** for providing agency; **R** for receiving agency.

For **billing Commodity Credit Corporation**, type the following:

Positions 1-2 are the state code.

Positions 3-5 are the county code.

Positions 6-11 are **CCC A** (space between CCCC and A).

For **Other Vendor billing transactions**, the taxpayer identification number is generally used along with an address indicator. **Note:** Employee vendor codes are not allowed due to possible tax implications.

<b>Reference No.</b>	<p><i>Required, numeric, 9 positions</i></p> <p>Type in the applicable reference number. This number should be meaningful to the billing agency since it should be used every time a bill is submitted that is related to this transaction. <b>Note:</b> If interest will not be charged on this bill, type a <b>Z</b> in the first position of the reference number. The system will then be flagged not to charge interest for this bill.</p> <p><b>Note:</b> IBIL will automatically generate a 10 position ABCO bill number by adding a tenth position to your reference number. The tenth position acts as a counter for this debtor and reference number. Upon the first billing, the tenth position will be <i>1</i> and subsequent billings progress from <i>2</i> through <i>9</i> and then <i>A</i> through <i>Z</i>.</p>
<b>Period Covered From/To</b>	<p><i>Optional-default, numeric, 8 positions</i></p> <p>The <b>To</b> date defaults to the current date. Type in the <b>From</b> and <b>To</b> dates (mmddyyyy) to display the actual period covered by this bill.</p>
<b>Amount to be Billed</b>	<p><i>Required, alphanumeric, 50 positions max.</i></p> <p>Type in the total amount to be billed.</p>
<b>Debtor</b>	<p><i>No entry</i></p> <p>This field is system generated based on the vendor/debtor number entered on the IBIL Main Menu window. The name will be validated against the FFIS VEND table and displayed in this field.</p>
<b>Address</b>	<p><i>No entry</i></p> <p>This field is system generated based on the vendor/debtor number entered on the IBIL Main Menu window.</p>
<b>City</b>	<p><i>No entry</i></p> <p>This field is system generated based on the vendor/debtor number entered on the IBIL Main Menu window.</p>
<b>State</b>	<p><i>No entry</i></p> <p>This field is system generated based on the vendor/debtor number entered on the IBIL Main Menu window.</p>
<b>Zip</b>	<p><i>No entry</i></p> <p>This field is system generated based on the vendor/debtor number entered on the IBIL Main Menu window.</p>

## Description

*Optional, alphanumeric, 200 positions max.*

Type in additional descriptive text. This text appears in IBIL only and may be used for notes to the user or other IBIL users concerning this bill. **Note:** You may also include the name of a specific debtor representative who may be knowledgeable about the details of this billing transaction.

## Comments

*No-entry*

This field is reserved for NFC personnel only. ABCO personnel use this field to communicate changes to the bill.

# Non-IPAC Billing Accounting Field Instructions

The Billing Accounting window (**Figure 12**) is used to create or update agency's accounting information. This will be the next window displayed after the Non-IPAC Billing Information window. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

## You are currently entering ABCO Bill No. Debtor No.

This line identifies the ABCO bill number and debtor number that you are currently billing, along with your billing ALC and agency. Verify that this information is correct before proceeding or data entered will result in submitting bills on behalf of the wrong agency.

**Note: Accounting Lines.** One accounting line is required and up to 99 lines may be added. The billing agency requires this accounting information to record receivables and subsequent collections to its general ledger.

This accounting must initially pass all ABCO edits. Invalid accounting causes transactions to remain in ABCO suspense and substantially reduces the efficiency created by IBIL. Therefore, it is imperative that this information be verified in the FFIS ACXT (Accounting Crosswalk) table and/or the Management Account Structure Code Validation (MASCVAL) system.

**The accounting station, fiscal year, accounting classification, object class, and amount are required for all lines of accounting.**

## Acct Station

*No entry*

This field will not display data unless the accounting classification typed in is invalid.

## Acct Class

*Required, numeric, 35 positions max.*

Type in the billing agency's accounting classification.

## Object Class

*Required, numeric, 4 positions*

Type in the object classification applicable to this accounting line. Due to ABCO posting models, certain object classes cannot be on the same bill.

- If the major object class is **01**, all accounting lines within the bill must start with major object class **01**.
- If the major object class is **02**, all accounting lines within the bill must start with major object class **02**.
- If the object class is **8150**, all accounting lines within the bill must be for object class **8150**.

For example, the billing agency may bill for \$450 to budget object class 0250 and \$800 to budget object class 0252 on the same bill. However, the billing agency may not bill \$450 to budget object class 0250 and \$800 to budget object class 8150 on the same bill.

## Amount

*Required, numeric, 13 positions max.*

Type in the amount (dollars and cents included) for this accounting line. Decimals may be entered or the system will generate them when you leave this window. For example, 10000 will be converted to \$100.00.

## Total of All Lines:

This is the total of all line amounts in dollars and cents for all accounting entries for this bill. This amount cannot exceed \$9,999,999,999.99. Note that this amount is updated when your input is saved.

## Total to be Billed:

This is the total amount in dollars and cents for this bill. This amount cannot exceed \$9,999,999,999.99. Note that this amount is updated when your input is saved.

## Lines

This drop-down list allows you to scroll through accounting line entries for this bill. When you select the range of accounting line numbers you wish to view, your current work is saved and the window is refreshed to display the selected entries. If no accounting line entries have been made, then this list is empty.

## Submit Non-IPAC Bill Field Descriptions

The Submit Non-IPAC Bill window (**Figure 13**) is used to transmit a completed bill to ABCO. **Note:** The format of the ABCO bill will appear different from IBIL, however, the information will remain the same. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

---

## Bill Information

### ABCO Bill No.

*No entry*

This field is system generated based on the ABCO bill number provided by the billing agency for this transaction.

### \*Debtor No.

*No entry*

This field is system generated based on the debtor number. The debtor number, in combination with the bill number, are necessary when inquiring on the status of a bill.

### \*Reference No.

*No entry*

This field is system generated based on the applicable reference number used for this billing.

### Period Covered From xx/xx/xxxx To xx/xx/xxxx

*No entry*

This field is system generated based on the **From** and **To** dates (mmddyyyy) of the period covered by this bill.

### Description

*No entry*

This field is system generated based on the descriptive text entered for this bill.

---

## Debtor Information

### \*Agency Name

*No entry*

This field is system generated based on the debtor agency's name.

### \*Address

*No entry*

This field is system generated based on the debtor agency's address used for this billing transaction.

### \*City

*No entry*

This field is system generated based on the debtor agency's city used for this billing transaction.

### \*State

*No entry*

This field is system generated based on the debtor agency's state used for this billing transaction.



**\*Zip** *No entry*  
This field is system generated based on the debtor's agency's Zip Code used for this billing transaction.

---

#### Billing Information (User Profile)

**\*Agency Code** *No entry*  
This field is system generated based on the billing agency's code.

**\*Agency Name** *No entry*  
This field is system generated based on the billing agency's name.

**\*Billing Representative** *No entry*  
This field is system generated based on the billing information in your user profile.

**\*Phone** *No entry*  
This field is system generated based on the billing information in your user profile.

---

#### Billing Accounting Information

**Line No.** *No entry*  
This field is system generated based on the line of accounting. Up to 99 lines may be displayed. The billing agency requires this accounting information to record receivables and subsequent collections to its general ledger.

**Acct Station** *No entry*  
This field is system generated based on the billing agency's accounting station code.

**Acct Class** *No entry*  
This field is system generated based on the billing agency's accounting classification code used for this line of accounting.

**Object Class** *No entry*  
This field is system generated based on the billing agency's object classification code used for this line of accounting. **Note:** Due to ABCO posting models, certain object classes cannot be on the same bill.

<b>Amount</b>	<i>No entry</i> This field is system generated based on the amount entered for this line of accounting.
<b>Total of All Lines:</b>	<i>No entry</i> This field is system generated based on the total amount of all lines of accounting for this billing transaction.
<b>Amount to be Billed</b>	<i>No entry</i> This field is system generated based on the total amount to be issued for this bill.

---

## View A Non-IPAC Bill Field Descriptions

The Bill View window is used to view the entire bill. See **Figure 17**. **Note:** The format of the ABCO bill will appear different from IBIL, however, the information will remain the same. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

---

### Bill Information

<b>Status</b>	<i>No entry</i> This column displays the bill’s status. Status codes are:  <table><tr><td><b>I</b></td><td>Incomplete. This bill is not yet complete and/or has not been submitted. It will not be transmitted to ABCO until submitted.</td></tr><tr><td><b>S</b></td><td>Submitted. This bill is ready to be transmitted to ABCO. It can be modified but must be submitted again after modification.</td></tr><tr><td><b>T</b></td><td>Transmitting to ABCO. This bill has been submitted and is being transmitted to ABCO. It cannot be modified.</td></tr><tr><td><b>P</b></td><td>Processed. The record has been sent to ABCO. It can no longer be modified. Adjustments to the receivable should be directed to ABCO Inquiry at <b>504-255-5344</b>.</td></tr></table>	<b>I</b>	Incomplete. This bill is not yet complete and/or has not been submitted. It will not be transmitted to ABCO until submitted.	<b>S</b>	Submitted. This bill is ready to be transmitted to ABCO. It can be modified but must be submitted again after modification.	<b>T</b>	Transmitting to ABCO. This bill has been submitted and is being transmitted to ABCO. It cannot be modified.	<b>P</b>	Processed. The record has been sent to ABCO. It can no longer be modified. Adjustments to the receivable should be directed to ABCO Inquiry at <b>504-255-5344</b> .
<b>I</b>	Incomplete. This bill is not yet complete and/or has not been submitted. It will not be transmitted to ABCO until submitted.								
<b>S</b>	Submitted. This bill is ready to be transmitted to ABCO. It can be modified but must be submitted again after modification.								
<b>T</b>	Transmitting to ABCO. This bill has been submitted and is being transmitted to ABCO. It cannot be modified.								
<b>P</b>	Processed. The record has been sent to ABCO. It can no longer be modified. Adjustments to the receivable should be directed to ABCO Inquiry at <b>504-255-5344</b> .								
<b>ABCO Bill No.</b>	<i>No entry</i> This field is system generated based on the ABCO bill number provided by the billing agency for this transaction.								
<b>*Debtor No.</b>	<i>No entry</i> This field is system generated based on the debtor number. The debtor number, in combination with the bill number, are necessary when inquiring on the status of a bill.								

<b>*Reference No.</b>	<i>No entry</i> This field is system generated based on the applicable reference number used for this billing.
<b>Period Covered From xx/xx/xxxx To xx/xx/xxxx</b>	<i>No entry</i> This field is system generated based on the <b>From</b> and <b>To</b> dates (mmddyyyy) of the period covered by this bill.
<b>Description</b>	<i>No entry</i> This field is system generated based on the descriptive text entered for this bill.
<b>ABCO Comments</b>	<i>No entry</i> This field is reserved for NFC personnel only. ABCO personnel use this field to communicate changes to the bill.
<b>Date Entered</b>	<i>No entry</i> This field is system generated based on the date the bill was entered.
<b>Date Processed</b>	<i>No entry</i> This field is system generated based on the date the bill was processed.
<b>Handling</b>	<i>No entry</i> This field is system generated for ABCO personnel if there were specified mailing instructions, e.g., <i>bulk mail</i> , for this billing transaction.
<hr/>	
<b>Debtor Information</b>	
<b>*Agency Name</b>	<i>No entry</i> This field is system generated based on the debtor agency's name.
<b>*Address</b>	<i>No entry</i> This field is system generated based on the debtor's address used for this billing transaction.
<b>*City</b>	<i>No entry</i> This field is system generated based on the debtor's city used for this billing transaction.
<b>*State</b>	<i>No entry</i> This field is system generated based on the debtor's state used for this billing transaction.

**\*Zip** *No entry*  
This field is system generated based on the debtor's Zip Code used for this billing transaction.

---

#### Billing Information (User Profile)

**\*Agency Code** *No entry*  
This field is system generated based on the billing agency's code.

**\*Agency Name** *No entry*  
This field is system generated based on the billing agency's name.

**\*Billing Representative** *No entry*  
This field is system generated based on the billing information in your user profile.

**\*Phone** *No entry*  
This field is system generated based on the billing information in your user profile.

**Entered/Updated by** *No entry*  
This field is system generated based on the system user's profile data.

---

#### Billing Accounting Information

**Line No.** *No entry*  
This field is system generated based on the line of accounting. Up to 99 lines may be displayed. The billing agency requires this accounting information to record receivables and subsequent collections to its general ledger.

**Acct Station** *No entry*  
This field is system generated based on the billing agency's accounting station code.

**Acct Class** *No entry*  
This field is system generated based on the billing agency's accounting classification code used for this line of accounting.

**Object Class** *No entry*  
This field is system generated based on the billing agency's object classification code used for this line of accounting. **Note:** Due to ABCO posting models, certain object classes cannot be on the same bill.

<b>Amount</b>	<i>No entry</i> This field is system generated based on the amount entered for this line of accounting.
<b>Total of All Lines:</b>	<i>No entry</i> This field is system generated based on the total amount of all lines of accounting for this billing transaction.
<b>Amount to be Billed</b>	<i>No entry</i> This field is system generated based on the total amount to be issued for this bill.

## Print A Non-IPAC Bill Field Descriptions

The Print Bill window is used to obtain a print friendly version of the actual bill. See **Figure 18**. **Note:** The format of the ABCO bill will appear different from IBIL, however, the information will remain the same. For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

### Bill Information

<b>Status</b>	<i>No entry</i> This column displays the bill's status. Status codes are:  <div> <div>I</div> <div>Incomplete. This bill is not yet complete and/or has not been submitted. It will not be transmitted to ABCO until submitted.</div> </div> <div> <div>S</div> <div>Submitted. This bill is ready to be transmitted to ABCO. It can be modified but must be submitted again after modification.</div> </div> <div> <div>T</div> <div>Transmitting to ABCO. This bill has been submitted and is being transmitted to ABCO. It cannot be modified.</div> </div> <div> <div>P</div> <div>Processed. The record has been sent to ABCO. It can no longer be modified. Adjustments to the receivable should be directed to ABCO Inquiry at <b>504-255-5344</b>.</div> </div>
<b>ABCO Bill No.</b>	<i>No entry</i> This field is system generated based on the ABCO bill number provided by the billing agency for this transaction.
<b>*Debtor No.</b>	<i>No entry</i> This field is system generated based on the debtor number. The debtor number, in combination with the bill number, are necessary when inquiring on the status of a bill.

**\*Reference No.**

*No entry*

This field is system generated based on the applicable reference number used for this billing.

**Period Covered To**

*No entry*

This field is system generated based on the **From** and **To** dates (mmddyyyy) of the period covered by this bill.

**Description**

*No entry*

This field is system generated based on the descriptive text entered for this bill.

**ABCO Comments**

*No entry*

This field is reserved for NFC personnel only. ABCO personnel use this field to communicate changes to the bill.

**Date Entered**

*No entry*

This field is system generated based on the date the bill was entered.

**Date Processed**

*No entry*

This field is system generated based on the date the bill was processed.

**Handling**

*No entry*

This field is system generated for ABCO personnel if there were specified mailing instructions, e.g., *bulk mail*, for this billing transaction.

---

**Debtor Information**

**\*Agency Name**

*No entry*

This field is system generated based on the debtor agency's name.

**\*Address**

*No entry*

This field is system generated based on the debtor's address used for this billing transaction.

**\*City**

*No entry*

This field is system generated based on the debtor's city used for this billing transaction.

**\*State**

*No entry*

This field is system generated based on the debtor's state used for this billing transaction.

**\*Zip** *No entry*  
This field is system generated based on the debtor's Zip Code used for this billing transaction.

---

**Billing Information (User Profile)**

**\*Agency Code** *No entry*  
This field is system generated based on the billing agency's code.

**\*Agency Name** *No entry*  
This field is system generated based on the billing agency's name.

**\*Billing Representative** *No entry*  
This field is system generated based on the billing information in your user profile.

**\*Phone** *No entry*  
This field is system generated based on the billing information in your user profile.

**Entered/Updated by** *No entry*  
This field is system generated based on the system user's profile data.

---

**Billing Accounting Information**

**Line No.** *No entry*  
This field is system generated based on the line of accounting. Up to 99 lines may be displayed. The billing agency requires this accounting information to record receivables and subsequent collections to its general ledger.

**Acct Station** *No entry*  
This field is system generated based on the billing agency's accounting station code.

**Acct Class** *No entry*  
This field is system generated based on the billing agency's accounting classification code used for this line of accounting.

**Object Class** *No entry*  
This field is system generated based on the billing agency's object classification code used for this line of accounting. **Note:** Due to ABCO posting models, certain object classes cannot be on the same bill.

<b>Amount</b>	<i>No entry</i> This field is system generated based on the amount entered for this line of accounting.
<b>Total of All Lines:</b>	<i>No entry</i> This field is system generated based on the total amount of all lines of accounting for this billing transaction.
<b>Total to be Billed</b>	<i>No entry</i> This field is system generated based on the total amount to be issued for this bill.

## List Bill Window Field Descriptions

The List Bill window (**Figure 14**) is displayed after selecting the option to **See a List of Bills for this Organization; Reference Number, Debtor Number; or See a List of IPAC Bills charged to this organization through IBIL** on the IBIL Main Menu (**Figure 4**). The bill list displays IPAC bills entered through IBIL or bills for the organization, reference number, or debtor number which were previously entered. Listed below are field descriptions.

### ABCO Bill No.

If you chose to see a list of bills charged to this organization, reference number or debtor number, this column displays ABCO Bill Numbers. The ABCO bill number is generated from the nine position reference number provided by the billing agency, followed by a tenth position sequential number. The sequence of the tenth position will be **1** through **9** and then **A** through **Z**.

**Note:** Inquiries into the nature of a bill should be directed to the billing agency representative located on the actual bill.

### Debtor No.

This column displays the debtor number. The debtor number, in combination with the bill number, are necessary when inquiring on the status of a bill. **Note:** For ABCO bills, the ABCO debtor number, in combination with the ABCO bill number are necessary when inquiring on the status of a bill.

### Date Entered

This column displays the date the bill was entered.

### Total

This columns displays the total dollar amount of the bill.



## Status

This column displays the bill's status. Status codes are:

- I** Incomplete. This bill is not yet complete and/or has not been submitted. It will not be transmitted to ABCO until submitted.
- S** Submitted. This bill is ready to be transmitted to ABCO. It can be modified but must be submitted again after modification.
- T** Transmitting to ABCO. This bill has been submitted and is being transmitted to ABCO. It cannot be modified.
- P** Processed. The record has been sent to ABCO. It can no longer be modified. Adjustments to the receivable should be directed to ABCO Inquiry at **504-255-5344**.

## Options

This column displays actions (**View, Copy, Update, Delete, or Print**) that can be performed on a bill based on the user's security access authority and the status of the bill. For detailed instructions on each option, refer to the [Accessing A Bill](#).

## Updating User Profile Field Instructions

The User Profile window (**Figure 20**) is used to add or update user profile data. This data will become the default billing information on the bills that are entered. **Note:** This option is also accessible from the IBIL Login box. *The first time you log in, you will be prompted to enter your password and profile information. After the initial log in, you may change your password and/or update profile information anytime you log into IBIL.* For processing instructions, see [Adding A New Bill](#) or [Accessing A Bill](#) as applicable.

### Enter New Password

*Conditional, alphanumeric, 9 positions max.*

Type in your new password. The first time you log in to IBIL, you will be prompted to change your password and verify your profile information. This field will then be marked with an asterisk (\*) meaning that an entry is required.

### Confirm New Password

*Conditional, alphanumeric, 9 positions max.*

If you changed your password, you must type it in again to confirm it. The first time you log in, you must change your password. This field will then be marked as a required entry.

### E-mail Address

*Required, alphanumeric, 60 positions max.*

Type in your business e-mail address. This may be used by NFC to contact you if there are questions about a bill you entered.

### Phone

*Required, numeric, 18 positions*

Type in your business telephone number. This may be used by NFC to contact you if there are questions about a bill you entered. Use the format **999-999-9999 x9999**. An extension is not required.

**Address**

*Required, alphanumeric, 64 positions max.*

Type in the street address of the billing organization.

**City**

*Required, alpha, 24 positions max*

Type in the city address of the billing organization.

**State**

*Required, alpha, 2 positions*

Type in the state or use the pull-down to select the state of the billing organization.

**Zip**

*Required, numeric, 9 positions max.*

Type in the Zip Code of the billing organization. A 5-digit Zip Code is required. Zip + 4 is optional.

---



---

## Appendix

This section contains the following appendix:

[Debtor/Paying Agency Accounting Requirements](#)

## Debtor/Paying Agency Accounting Requirements

Paying Agency ALC	Agency Code	Paying Agency Name	Requirements
12-06-0000	FA	Farm Service Agency	1. FFIS reference document transaction code MO (starting with fiscal year 2001) or M1 (prior fiscal years) and FFIS reference document number, <b>or</b> 2. 5-position budget organization code, 2-position fund, 2-position budget fiscal year, 4-position budget object class, and 2-position sub-object class, <b>or</b> 3. 14-position (agency FA) accounting classification and 4-position budget object class.
12-25-0001	02	Agricultural Marketing Service	FFIS reference document transaction code MO, FFIS reference document number, and line number.
12-37-0001	37	Food Safety and Inspection Service	1. FFIS reference document transaction code MO, FFIS reference document number, and line number.
12-40-0002	01 13 14 38 42 90 DA ES IT NA	Office of the Secretary Office of Communication Office of the General Counsel Office of the Chief Economist Office of Budget and Program Analysis Office of the Chief Financial Officer Departmental Administration Office of the Executive Secretariat Office of the Chief Information Officer National Appeals Division	FFIS reference document transaction code MO or RQ (greenbook charges) and FFIS reference document number.
12-40-0300	03	Agricultural Research Service	FFIS reference document transaction code M1, MO, or RQ, FFIS reference document number, and line number.
12-40-0700	07 15 32 SC	Rural Development Rural Utilities Rural Business Coop National Sheep Industry Impr Ctr	FFIS reference document transaction code MO, MO reference document number, and MO line number.
12-40-0800	08	Risk Management Agency	FFIS reference document transaction code RQ, MO, or RO, and FFIS reference document number.
12-40-1000	10	Foreign Agricultural Service	FFIS reference document transaction code MO, six to ten position FFIS reference document number, and line number.

Paying Agency ALC	Agency Code	Paying Agency Name	Requirements
12-40-1100	11	Forest Service	1. FFIS reference document transaction code RQ, MO, or RC and FFIS reference document number <b>or</b> 2. 8-position job code (6-position management code plus 2-position budget fiscal year), 4-position budget organization code (2-position region plus 2--position unit) and 4-position budget object class.
12-40-1600	16	Natural Resource Conservation Service	1. FFIS reference document transaction code RQ or MO and FFIS reference document number, <b>or</b> 2. 7-position accounting classification, and 4-position budget object class, <b>or</b> 3. 2-position budget fiscal year, 3-position fund, 2 or 6-position budget organization code, and 4-position budget object class.
12-40-1800	18	Economic Research Service	FFIS reference document transaction code MO or RQ, FFIS reference document number, and line number.
12-40-2000	20	National Agricultural Statistics Service	FFIS reference document transaction code MO or RQ, FFIS reference document number, and line number.
12-40-2200	22	Cooperative State Research, Education, and Extension Service	FFIS reference document transaction code MO or RQ, FFIS reference document number, and line number.
12-40-2300	23	Department of Agriculture, Office of the Inspector General	FFIS reference document transaction code MO and FFIS reference document number.
12-40-3000	30	Food and Nutrition Service	FFIS reference document transaction code M1 or MO, FFIS reference document number, and line number.
12-40-3400	34	Animal and Plant Health Inspection Service	FFIS reference document transaction code MO (reimbursable work authorizations and inter-agency agreements) and FFIS reference document number.
12-40-3600	36	Grain Inspection, Packers and Stockyards Administration	FFIS reference document transaction code MO, six to ten position FFIS reference document number, and line number.



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